



SAMPLE MEDIA ADVISORY

Insert date you are sending the advisory (three to five days before your event).

CONTACT:

Insert contact name and phone number

Insert Title Here

Short introductory paragraph—no more than two to four sentences. This should be a teaser for the event. Include statistics or background that demonstrate the importance of the issue at hand.

WHAT:

Include the details of your event here. List cosponsors, speakers and specific time and location

WHO:

WHEN:

WHERE:

###

Use -30- or the symbol ### to signify the end of the advisory.