**PRESS RELEASE:**

**FOR IMMEDIATE RELEASE**

**Contact** (your name)

**Headline** (headline for your release)

**Dateline** (name of city from which your press release is coming and the date you are releasing it – due date)

**Lead paragraph** (exciting first paragraph; include who, what, where, when, why, and how)

**Body** (2-3 paragraphs that fully describe the event)