

# Media Advisory

## FOR IMMEDIATE RELEASE

Today's Date

Contact: Name of school contact for event, title, phone number, email

Media Advisory for [date and time of event]

## **Attention Grabbing Headline Here About Event Headline Here** **Newsworthy subhead**

Write a few sentences or so about the event and be mindful that this is the part where you're trying to catch the reporter's attention. This is the "Why" they should come to your school part. Try to find a news hook and tell them why this is important.

**WHAT:** The name of the actual event and a brief description.

**WHO:** List the key players and attendees. Provide titles.

**WHERE:** Location of event.

**WHEN:** Date and Time.

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