

CITY MEDIA ADVISORY TEMPLATE

MEDIA ADVISORY

FOR IMMEDIATE RELEASE

[Month Day, Year]

CONTACT:

Contact Name

Contact Email Address

Contact Phone Number

Include Brief Headline

Include subtitle here to add additional context, if necessary/appropriate

City/Town/Village, FL - Include a brief description of your event. This should be only a few sentences long.

What: The event being promoted (Example: Press Conference)

Who: List key people and/or speakers of the event, including name and title

When: Insert date

Insert time (NOTE: Include the media arrival time, if applicable)

Where: Include the name and address of your event's location

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