LOGO HERE

**Contact:** Name(s), title(s) *(ideally, list the people who will be available for interviews)*

**Cell Phone:** *(better than office phone numbers in case media needs to contact you outside business hours)*

**Email:**

**Physical Address:**

**Website:**

**Social Media:**

**Short, Yet Attention-Grabbing Headline**

((1-3 brief sentences explaining the event that will be happening))

* What
* Where
* When *(include best timeframe to capture all the action as they’ll need video to support their TV story)*
* Why

*Note: Reporters usually need to be doing evening show live shots by 4pm. Make yourself available to the media in either very early mornings during their live 5-7am show or around 10-2pm.*

((Your church mission statement)) Eg. “You Matter and You Are Dearly Loved!”

–Try your best to keep press releases to ***one*** page–