

SAMPLE MEDIA ADVISORY

MEDIA ADVISORY

[DATE]

CONTACT: Name
[PHONE]
[E-MAIL ADDRESS]

[LOCAL PROGRAM] Holds [TYPE OF EVENT] to Highlight [YOUR MESSAGE]

[HIGHEST RANKING OFFICIAL/PARTICIPANT] will [DO WHAT AT EVENT] with community members

OR

Local community members join forces with [LOCAL PROGRAM] to [ACCOMPLISH WHAT IN THE CITY]

This [DATE], more than [NUMBER OF VOLUNTEERS/MEMBERS/PARTICIPANTS] from [PROGRAM NAME] will [DESCRIBE SERVICE EVENT].

Since [FOUNDING YEAR], the [PROGRAM NAME] has engaged thousands of citizens of every age and walk of life in volunteer service to meet vital needs in communities throughout our community. [LOCAL PROGRAM] has provided [LIST SERVICES] and engaged more than [X] volunteers in service to the community.

In [STATE/COUNTY/CITY], [LOCAL PROGRAM] will [EXPLAIN YOUR REASON FOR HAVING EVENT – GAIN MORE VOLUNTEERS, MARK A SUCCESS, CELEBRATE SERVICE, ETC.]. Members of the community are invited to attend and participate.

What: [EVENT/SERVICE ACTIVITY] to:

- [DESCRIBE SERVICE EVENT]
- Provide information about [LOCAL PROGRAM] to interested individuals

Who: [HIGHEST RANKING SPEAKER/PARTICIPANT]

- [PROGRAM DIRECTOR]
- [NUMBER OF VOLUNTEERS] volunteers from [LOCAL PROGRAM]

Where: [ADDRESS AND DIRECTIONS]

When: [DATE AND TIME]