[Insert organisation name/logo]

# MEDIA RELEASE TEMPLATE

## [Subject heading]

**[Insert date]**

**[Insert lead statement(s) containing the most relevant information - this should be brief and attention grabbing]**

|  |
| --- |
| **[Insert main body of the story – placing most important information first, break the story into self-contained paragraphs, include brief quotes from someone involved or with expertise, include evidential facts or statistics]**  |

**For more information contact:**

|  |  |
| --- | --- |
| **[Insert CEO/Manager Name]** **[Insert role, CEO or Manager]****Phone: [insert number]** **Email: [insert email]**  | **[Insert Board President Name]** **[Insert role, Board President or other]****Phone: [insert number]** **Email: [insert email]**  |

The **[insert organisation name]** is a **[insert short description of your organisation]** and its goal is to **[insert organisation’s goal].**

***🖌Note\****

* *Media experts recommend that media releases should be no more than one page in length.*
* *It is also recommended to use organisational letterhead paper.*

*\*Please delete note before finalising this policy.*