

Writing My Press Release: Rough Work Page

What (was happening)	
Who (was involved)	
When	
Where	
Why	
How	

Quotes that tells us more about the event – organiser/board member/participant – get in quotes from a couple of perspectives

Other key details that need to be included

Press Release

Date

Contact:

Tel/Email:

Paragraph One: Who, what, where, when, why, how

Paragraph two: A quote from somebody involved

Paragraph three: Relevant facts and figures, tell us more

Paragraph 4: A nice ending quotes, who to contact for more information

ENDS

Note to editor

Any more information about the event or background to your group can go here.

