

Media Alert

Assignment Desk

(or type in name of reporter or editor)

Headline/Teaser

SUBHEAD HERE GIVES MORE SPECIFIC INFORMATION, TIMES AND DATE(S)!

If needed, can add more detailed information here

WHAT Describe WHAT is happening here

WHY Describe here WHY this event is newsworthy or important

WHEN **Date and day**
Time Any cost or price information

WHERE Name of location
Address
City and state

CONTACT For more information call [your information here, phone, cell phone and email]