­­­**­­**

Media Advisory

## FOR IMMEDIATE RELEASE

## Insert name of agency/school sending out the advisory

Insert date the advisory is sent

Insert contact phone number

<Insert contact name and extension>   
\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

## MEDIA INVITATION

**< Insert name of the event >**

The media is invited to attend the < insert event name with a 1 or 2 sentences description>

The event takes place:

Click here to enter a date.

**<Insert time>**

**Insert place with street address>**

What’s going on**:** <Insert a short paragraph describing who will be there, what they will be doing, and why they are doing it. Briefly describe what the media can expect to see (e.g. demonstrations, things on display, someone speaking, awards presentation etc.) If specific things are happening at specific times throughout the event, be sure to include those details in the advisory.>

[Sample Media Advisory (Launch Event)](../../MediaLaunch/ASTMediaAdvisory_Oct%202_Final.docx)

-30-