

[DISTRICT LOGO/LETTERHEAD]

Contact Information:

[Name]

[Phone]

[Email]

MEDIA ADVISORY

Headline [What are you announcing?]

WHAT: [Overview of your event/what you're announcing]

WHO: [Information about your school district, as well as details as to who might be available for a press interview at the event]

WHEN: [Date and time of the event]

WHERE: [Location of the event]

WHY: [Purpose of your event and any other information you want to highlight]

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[DISTRICT BOILERPLATE]