PRESS RELEASE TEMPLATE

Use this form to plan your press release

Organization name:

Date of release:

Your contact details:

Headline:

Subheading:

Lead (This sums up your story in one sentence. Think of it as the first line of the news story):

Main text (approx. two paragraphs)

Background information (approx. two paragraphs)

Quotes:

Notes to editors:

Contact details – office hours:
Telephone & mobile.

Contact details – out of office hours:
Telephone & mobile.