



## 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.**