



Will be Released when Sent

FOR IMMEDIATE RELEASE

Insert Logo Here

Title 10 Words
or Less

→ Insert Interesting Press Release Headline

CITY, STATE (Month Date, Year) – Summarize the who, what, when, where, why, and how in this brief introduction. Readers should immediately understand the important information of this release by reading the introduction.

↑ Written in 3rd Person

“Insert quote that is relevant to your press release, could be company leadership, an influential individual, or a customer testimonial,” said Full Name, Job Title at Company Name.

Use this paragraph to describe additional details. This can include more background information, specifically on why the event or product was created.

“Insert an additional positive quote from customer,” said First and Last Name.

“Remainder of positive quote.”

→ *Second Quote-Optional*

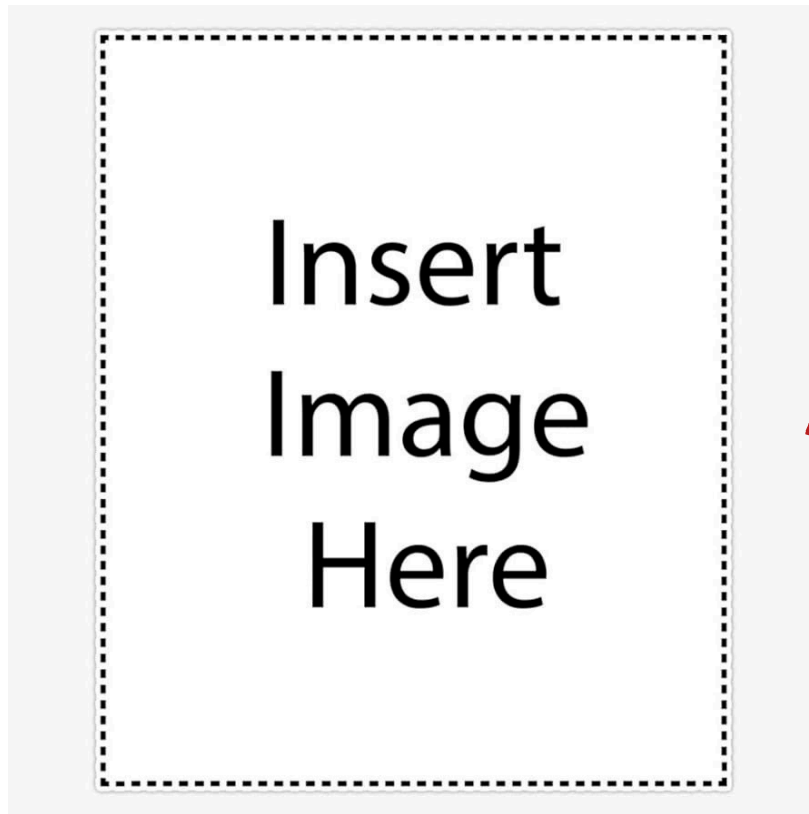
Use this paragraph to describe any final details including a call to action. This could draw individuals reading to look at your website or ticketing links.

Learn more about this event or product at Your Company at

www.insertwebsitehere.com. → Include Hyperlink

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Signals End of Main Text



*Optional
Photo/Caption*

Pictured above is First and Last Name, Job Title at Company Name from City Name.

ABOUT YOUR COMPANY

Include a Boilerplate

Your company description and mission are included here. This section gives background information on your organization to anyone who is unfamiliar. Your company is a member of Indiana Grown, an initiative that educates consumers on the importance of buying Indiana Grown products and supporting Indiana businesses.

Media Contact: First and Last Name

Phone: (000)111-2222

Email: inserthere@gmail.com

→ Must Include a Media Contact

Why might I send one?

- New Announcements/Events
- Crisis Communication
- Generate Media Coverage

Who do I send it to?

- Journalists that would be interested in your story (local newspapers, news stations, radio, etc)

Key Notes

- Keep it short
- Only include important information
- Must be professional