

Contact Person
Company Name
Telephone Number
Fax Number
Email Address
Web site address

Catchy and Exciting Headline

City, State, Date — Opening Paragraph (should contain: who, what, when, where, why):

Remainder of body text - Should include any relevant information about your project. Include what the goals of your project are, and what issues they will address. If you can, include quotes from different people from the project, or others.

If there is more than 1 page use: *(which I do not suggest)*

-more-

At the bottom of the page and then at the top of the next page put:

Abbreviated headline (page 2)

Then put in the remainder of text. At the very end of the press release put:

#

(By the way, the pound sign above indicates the Press Release is finished)