SKELETON RELEASE FOR AN EVENT. Fill in the blanks

LETTERHEAD

**MEDIA RELEASE DATE**

**HEAD LINE HERE THAT IS SHORT AND CATCHY**

**What:** Name of event

**When:** Date and times

**Where**: Location/include address and brief parking info

**Who:** How many people/what age/flag any star performers in here

**Story lines:**

\* List four or so story ideas in here. Keep them very brief and simple. Use bullet points.

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**Contact:**

Include your name, position, telephone, mobile, fax and email here.