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**Media Advisory**

Title of Media Advisory

 *Subtitle of Media Advisory*

**City, State, Month, Day, Year –**XYZ Contractors and City Elementary School will host a ribbon cutting ceremony to debut the school’s newly renovated library.

WHEN: Month, Day, Year

 10:00 a.m. – 12:00 noon (Remarks at 10:30 a.m.)

WHERE: City Elementary School

100 South 5th St.

 Baltimore, MD 21231

WHO: XYZ Contractors President & CEO

 City Spring Elementary School Principal

 Superintendent

WHAT: Remarks by XYZ Contractors President and school officials, followed by ribbon-cutting ceremony and open house for students and parents.

The newly renovated, state-of-the-art school library includes adding book shelves, new computer tables, carpeting and repainted walls. The 450 students attending City Elementary will be able to take advantage of the upgraded facilities.

**For Media Credential, Contact**:

Your name

Your title

Your phone number

Your email address

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(Insert your chapter or company boilerplate here.)