Your chapter or company logo here.

**News Release**

**Title of News Release**

***Subtitle of News Release***

Contact: Contact Name, phone number For Immediate Release

Contact email address         Date

**City, State** – Name of Company/Chapter, (City, State)—The first paragraph should include the Who, What, Where, Why and When of the event/statement. The reader should have a good idea of what the news release is about by reading the first paragraph.

The news release body copy should be compact. Avoid using very long sentences and paragraphs. Avoid repetition and overuse of fancy language and jargon. Strive for simplicity, and no wasted words.

The body of the news release should include a quote from someone involved in the event or someone in a leadership position at the company. If a journalist picks up your news release, they can use this quote, which will generate publicity for your spokesperson.

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(Insert your chapter or company boilerplate here.)