

SAMPLE: Event Press Release

<Contact Name>

<Title>

<Organization Name>

<Phone Number>

<Cell Phone Number>

<Email>

For Immediate Release:

Event Planned to Promote Financial Literacy

To celebrate April as Financial Literacy Month, the <sponsoring agency's name> is holding a <type of event> called <name of event> at <time> on <date> at <place.>

During this event, <insert a description of the event: who it's for, what will happen, what will be handed out, etc.>.

<"Insert quote from event representative,"> said <Event rep's name, title> for <agency/event name.>

To register for this event, contact <event contact's name> at <phone number>. For more information about <sponsoring agency>, visit <website> or call <phone number.>