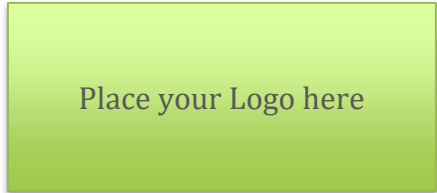


COMMUNITY FIRST FOUNDATION



Spokesperson Name, Title, Phone
Email@organization.org

MEDIA ADVISORY
MONTH Date, 2021

TITLE

What:	1 -2 sentences about what is happening.
When:	Day of Week, Date Start Time
Who:	Who is involved? Who is doing it? Who is benefitting?
Where:	Business / Organization Name Address (Hyperlink map) City, State Zip
Why it matters:	2-3 sentences about why this event matters. Answer the question – What’s in for them? Why would their readers, listeners, viewers care? Be short and succinct.
Visuals and photo opps:	Describe any visuals that can accompany the story. Describe what they will see at the event. Example.... Volunteers carrying dozens of boxes of nonperishable food to trucks. Donkeys and horses interact with clients to provide comfort. Or...Provide a link to where they can download high res photos or b-roll that you are providing.

Boilerplate: Add a short boilerplate message about your organization and include a link to your website.

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