

My Library's Letterhead

123 Main Street
Anytown, WA 99999

Example Media Advisory

****MEDIA/PHOTO ALERT****

**XXXX Announces
Celebration
Featuring XXXXX**

What: Announcement of:

Who: People involved:

When: Date:
Time:
(*Any additional information here*)

Where: Exactly where this will take place:
(*Put actual room or directions to where this is here*)

Details: This is your why – and your chance to really inform about why they should make the effort to come.

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For more information, media only:

Name, phone, e-mail, cell phone