

Appendix 4: Media release template

YOUR LOGO HERE

Media Release

Friday xx August 2023

Headline here

Subheading here

XXXX (Your organisation name) is celebrating/marketing xxx (main point here).

Maximum 4 sentences here describing who, what, where, when, how, why.

Quotes from xxx (name), xxx (role at your organisation):

“xxxx.

“xxxxxxxx.”

Quotes from xxx (name), xxx (e.g volunteer/case study):

“xxxx.

“xxxxxxxx.”

Media contact: xxx – 04xx xxx xxx - email