

# Appendix 5: Media alert template

YOUR LOGO HERE

**Media Invite**

Friday xx August 2023

**\*\*Media alert\*\***

**Headline here**

**Media are invited to join xxx (your organisation name here) at the launch of xxxx**

**WHAT:** Launch of xxx

**DATE & TIME:** Friday xx/09/23: 10.00am-10.30am

**LOCATION:** Address here

**ONSITE CONTACT:** Name, role, mobile, email address

**AVAILABLE FOR VISION/ PICS:**

- xxx
- xxx

**PLEASE USE THE FOLLOWING IN YOUR REPORT:** Your website link here

**MEDIA CONTACT:** Name | 04xx xxx xxx | email here