**MEDIA ADVISORY**

**For Immediate Release.**

**Media Contact:**

[Event Organizer’s Name]

**Phone**: 1 (xxx) xxx-xxxx

**Address of Event**:

*[INSERT HEADLINE]*

**WHAT:**

In one or two brief paragraphs, describe the significance of the event and its purpose.

**WHY:**

List the reason for the event taking place, and why the recipient should be interested.

**WHO:**

Insert the full names of speakers and other relevant individuals who will be attending the event.

**WHEN AND WHERE:**

Insert date, time, and the address of the event. Include the state and zip code.

[Insert brief company description]

[Insert interview and photograph opportunities]

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