**[Company Name] Media Kit**

Company overview, news, media, and resources.

[Company Name] Overview

Provide one paragraph about your business or if you’re an entrepreneur, speak about the founder.

**Date Launched:**

**Headquarters:**

**Team Size:**

**Press Contact:**

Press Releases

Add in at least three press releases, listed in chronological order. Start with your most recent press release or the press release that further explains the purpose of the media kit. If you’re creating a PDF or digital template, only provide the date, headline, and a link to the full release.

Backgrounder

**[Headline]**

More in-depth description of business, product, services, or event. List why it’s newsworthy or

**History of [Business Name]**

Include the history of the business and include how it’s grown over the years.

**Awards & Milestones**

* [Name and year of award]
* [Name and year of award]
* [Name and year of award]

**Company Vision and Mission Statement**

[Insert mission statement and company vision]

Statistics & Audience

Add all statistics and figures that highlight your target audience, page views, unique page views, and website traffic.

[Insert infographics that showcase audience demographics and statistics]

Collaboration Process & Sponsorship Policies

Include brief overview of the section.

Collaboration Process

Add a step-by-step list of your collaboration process.

Sponsorship Policies

List your sponsorship policies, including your payment process and rates.

Resources

Provide all resources in list format.

Meet the Team

**Founder Name**

[Insert Image of Founder]

Add brief description of founder, as well as direct social media links.

[Insert image of employees]

Add a brief overview about your employees’ work ethic.

Contact Information

**Media Contact:**

[Insert full name]

[Job Title]

[Phone Number]

[Email address]

[Business website link]

**Social Media Handles**

Facebook:

Twitter:

Instagram:

LinkedIn:

YouTube: