**Event Press Release Template**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Name of our organization] celebrates \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Name of the event].

The press release of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Name of the event] has been dated on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Date of the event] at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Venue of the event] on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ [Date and Time of the event].

Representatives of all the newspaper companies, TV channels and free lance journalists are cordially invited to make this event a successful one. We believe that our audiences have a right to information so we have decided to hold a press release. It would publicize our motto and also be useful for the spectators.

See you on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Date of the event]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Name of the representative]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Designation of the representative]

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

[Address of the organizing company]