



## Event Press Release Templates

### Launch Press Release Template

Your Company Logo]

[FOR IMMEDIATE RELEASE]

[Date]

Contact:

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]

[Headline]

[City, State, Date] - [Your Company Name] is proud to announce the launch of [Product/Service Name], a revolutionary [description of the product/service]. This [product/service] is designed to [briefly describe its purpose or key features].

[Include a compelling paragraph highlighting the unique selling points or benefits of your product/service.]

[Include a quote from a key stakeholder, such as the CEO or product manager, expressing excitement about the launch and the value the product/service brings.]

[Optional: Add a brief paragraph about your company, highlighting its mission, values, and any relevant achievements or milestones.]

[Include details on availability, pricing, and how customers can learn more or purchase the product/service.]

[Include any relevant images or multimedia assets, such as product photos or logos.]

[Optional: Include boilerplate information about your company, including its background, mission, and key offerings.]

For media inquiries, please contact [Your Name] at [Your Contact Information].

[End of Press Release]

## **Social Media Press Release Template**

[Your Company Logo]

[Headline]

[Subheadline, if necessary]

[Date]

[City, State/Country] – [Month Day, Year] – [Your Company Name] announced [announcement/event/product launch etc.] today, aiming to [brief purpose/objective]. [Brief description of the announcement/event/product].

[Quote from a company representative] – [Optional, but can add a personal touch or highlight the significance of the announcement].

[Details about the announcement/event/product launch]:

- [Point 1]
- [Point 2]
- [Point 3]
- [Additional Points as necessary]

[Include relevant multimedia content like images, videos, or infographics here, if applicable].

[Call-to-Action (CTA) for engagement, such as]:

- Follow us for updates: [Social media handles]
- Visit our website: [Website URL]
- Sign up for our newsletter: [Newsletter URL]

[Closing statement, if necessary]

[Contact Information]:

[Your Name]

[Your Position]

[Your Contact Information]

[Your Email Address]

[Your Company Website]

## **Award Press Release Template**

[Your Company/Organization Logo]

[For Immediate Release]

[Date]

Contact:

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Phone Number]

[Your Email Address]

[Your Website URL]

[City, State, Country] – [Date] – [Your Company/Organization] is proud to announce that [Recipient's Name or Company Name] has been honored with the prestigious [Name of the Award] award for their outstanding contributions to [relevant field or industry].

[Provide a brief introduction about the award, its significance, and the criteria for selection.]

[Recipient's Name or Company Name] was selected for this esteemed award due to their [list specific achievements, innovations, or contributions that led to winning the award]. Their dedication to excellence and commitment to [mention any specific values or goals aligned with the award] set them apart as a deserving recipient.

"We are thrilled to recognize [Recipient's Name or Company Name] for their remarkable achievements," said [Your Name], [Your Position] at [Your Company/Organization]. "Their [mention specific qualities, skills, or efforts] exemplify the spirit of the [Name of the Award] award, and we are honored to celebrate their success."

[Include a quote from the recipient expressing gratitude for the award and acknowledging the support of their team, customers, or community.]

[Optional: Provide background information about the recipient, their history, and their impact on the industry or community.]

The [Name of the Award] award ceremony will take place on [Date] at [Location], where [Recipient's Name or Company Name] will be formally recognized for their achievements.

[Include any relevant details about the award ceremony, such as keynote speakers, special guests, or entertainment.]

For more information about the [Name of the Award] award or to schedule an interview with [Recipient's Name or Company Name], please contact [Your Name] at [Your Phone Number] or [Your Email Address].

[Your Company/Organization] congratulates [Recipient's Name or Company Name] on this well-deserved honor and looks forward to their continued success in the future.

[End with your company's boilerplate, including a brief description of your organization, its mission, and its achievements.]

## Charity Event Press Release Template

[Your Organization's Logo]

[FOR IMMEDIATE RELEASE]

[Contact Information: Include Name, Title, Organization, Phone Number, Email Address, Website]

[City, State, Date] – [Organization Name] Announces [Charity Event Name] to Support [Cause]

[City, State] – [Date] – [Organization Name] is proud to announce [Charity Event Name], a [description of event] to support [cause or beneficiary]. The event will take place on [date] at [location] from [start time] to [end time].

[Charity Event Name] aims to [brief description of event objectives and goals]. Attendees can expect [mention any highlights or special activities planned].

[Quote from a representative of your organization expressing excitement about the event and its importance].

[Include details about how funds raised will be utilized or the impact they will have].

[Optional: Include information about any sponsors, partners, or notable supporters].

[Optional: Add a brief background about your organization and its mission].

[Include details on how individuals can participate or donate].

For more information or to schedule an interview, please contact [Contact Name] at [Phone Number] or [Email Address]. Visit [Website] for updates and further details about [Charity Event Name].

[Include any relevant hashtags or social media handles].

[End of Press Release]

# Corporate Event Press Release Template

[Company Logo]

FOR IMMEDIATE RELEASE

[Date]

[Company Name] Presents [Event Name]: [Subtitle, if applicable]

[City, State, Country] – [Date] – [Company Name] is thrilled to announce [Event Name], an exciting [description of event] scheduled to take place on [date] at [venue/location]. This [event type] promises to be an engaging and insightful occasion for [target audience].

[Event Name] will feature [highlighted activities, speakers, or attractions]. Attendees can expect [brief overview of what attendees will experience].

"We are delighted to host [Event Name] and look forward to providing a platform for [purpose of the event]," said [spokesperson or CEO's name], [position] at [Company Name]. "This event embodies our commitment to [key themes or values]."

The agenda includes [list of keynote speakers, panels, workshops, or other activities], offering attendees the opportunity to [benefits or learning outcomes]. Additionally, there will be ample networking opportunities for industry professionals to connect and exchange insights.

[Event Name] is open to [who can attend, e.g., industry professionals, media, general public] and welcomes [mention any special guests or dignitaries attending].

For more information and to register for [Event Name], please visit [event website URL].

About [Company Name]:

[Short company description highlighting key achievements, values, or mission].

For media inquiries, please contact:

[Media Contact Name]

[Title]

[Email Address]

[Phone Number]

[End of Press Release]