Lamphills

Event Press Release Template

[Event Organizer Name]   **[COMPANY LOGO]**
[Name of Media Contact Person]
[Phone Number of Media Contact Person]
[Email Address of Media Contact Person]

[Release Date]

FOR IMMEDIATE RELEASE or FOR RELEASE [DATE/TIME] or EMBARGOED UNTIL [DATE/TIME]

[COMPANY NAME] WILL HOST/ATTEND [EVENT NAME] ON [DATE] IN [LOCATION]
[Optional: Press release subtitle]

[Date, City, State]—[Company name] will host/attend [event name] on [date] in [location]. [Share the most important facts here. Include the WHO, WHAT, WHEN, WHERE, and WHY.]

[Body paragraphs that share background information about why this event is significant and relevant to your target audience. You can include event key details, pricing and where to buy tickets, information about event partners, and quotes from a representative.]

About [Company name]:

[Include the company boilerplate, which is a paragraph that describes your company and its offerings, achievements, and mission/vision]. For further information, please visit [company website].

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[Call to action]

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