



# **Pre-Event News Release Template**

**[Your Company/Organization Name]  
FOR IMMEDIATE RELEASE  
[Date]**

**Headline: [Catchy, Newsworthy Headline About  
the Event]**

***Subhead: [Optional – A punchy line that adds  
context or excitement]***

**[City, State] – [Your Company Name] is excited  
to announce [Event Name], a [brief description  
of the event – e.g., free seminar, product  
launch, charity fundraiser, etc.] happening on  
[Date] at [Time] in [Location].**

**The event will feature [highlight a few exciting details – keynote speakers, performances, giveaways, etc.]. This is a must-attend for [target audience – e.g., entrepreneurs, tech enthusiasts, families, etc.].**

**“We’re thrilled to host [Event Name] and bring together [target group or industry] for [state the event’s goal or value],” said [Spokesperson’s Name], [Title].**

**Event Details:**



**Location: [Venue Name & Address]**



**Date: [Full Date]**



**Time: [Start – End Time]**



**Tickets: [Free/Pricing Info + Registration Link]**

**About [Your Company/Brand]:**

**[1–2 sentences about your company or organization.]**

**For press inquiries, interviews, or more information, contact:**

**Media Contact Name**

**Email: [email@example.com]**

**Phone: [XXX-XXX-XXXX]**

**Website: [yourwebsite.com]**

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**This template helps beginners craft a professional press release that media outlets and blogs can easily pick up and republish.**

**La<sup>^</sup>phills**