

# MEDIA ADVISORY

## FOR IMMEDIATE RELEASE

Date: \_\_\_\_\_

### EVENT TITLE

[Insert the title of your event]

### WHAT

[Brief description of the event, including highlights and purpose]

### WHO

[List notable speakers, guests, organizations, or participants]

### WHEN

Date: \_\_\_\_\_

Time: \_\_\_\_\_

### WHERE

[Venue name and address]

[Include virtual event details or links if applicable]

### WHY

[Brief explanation of the event's significance and goals]

### MEDIA OPPORTUNITIES

- [List photo, video, or interview opportunities available to media]
- [Any special instructions for media attendance]

### CONTACT

Name: \_\_\_\_\_

Organization: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_