

**MEDIA ADVISORY TEMPLATE**

*ASO*  
*Letterhead or Logo*

For Immediate Release  
*Date*

Contact:  
*Name*  
*Phone*  
*Email*  
*Website*

Media Advisory  
*Short Headline*

WHAT: *2-3 sentence on what is happening*

WHO: *Names of organizations and people involved*

WHEN: *Date and Time*

WHERE: *Address*

*Note: (One Page)*