YOUR LIBRARY   
LOGO GOES HERE

**FOR IMMEDIATE RELEASE CONTACT:** Name

**MONTH, DATE, YEAR** Phone

Email

**MEDIA ADVISORY  
  
HEADLINE GOES HERE – TELL WHAT’S HAPPENING**

*Subheading should give context*

A paragraph can go here to give some background on the event, and what will take place. This is essentially the “why” of the five “W’s”. This lead should be no more than 2-3 sentences.

**WHAT/WHY:** What is the event called?

**WHO:** List who is planning to be in attendance, including any high-profile speakers, or big names.

**WHEN:** Day, date and time

**WHERE:** Give an exact address if possible, as well as any specific instruction (ex: southwest corner of the parking field)

# # #

**About Anytown Public Library** This is the place to put general boilerplate information about your library and its mission. End with the library’s website: For more information, go to: www.anytownpubliclibrary.org