

Press Release Template

Date of Release

Main Headline – Arial 16 Bold

Date and time of event if relevant – Arial 11 italic

Eye-catching first paragraph. News editors will read the first two sentences and decide whether or not it goes in the bin!

The second paragraph should contain all of the relevant information – who, what, where, when, why (not necessarily in this order.)

The main body text should be Arial 11 and 1.5 line spacing. This should contain any additional information.

Quotes should be included and attributed to a particular person including their job title.

Ideally a press release should only be a page long.

Finally, make sure you check for spelling errors and typos.

ENDS

Notes for Editors:

This can be additional background information that is useful for the editor, but is not necessarily meant for publication. This might include interview contacts or the date of a photocall. You may also wish to include a bit more detail about YG:

Young Gloucestershire (YG) is a countywide charity that supports disadvantaged young people (aged 11-25) who are facing challenges in their lives. We do this by providing training & development, practical support and community involvement to young people across Gloucestershire.

For further information please contact:

Your name and contact details.