

Contact Information

[Department/Program/School Name]

[Contact Name]

[Phone Number]

[Email Address]



Release Date

[Date]

Main Press Release Headline

[Optional Subheader]

[Dateline: City, STATE, Month Date] – Briefly and explicitly state the information you need to share. Include the who, what, when, where, how and why – lead with the most important information first. If you are sharing details about a grant, include dollar amounts, dates and details of what the funds will be used for.

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Nunc convallis congue nisi, id imperdiet est porta eget. Suspendisse at dapibus est. Aenean mattis porta metus vel ullamcorper. Ut sodales dui dui, in sollicitudin dui blandit non. Aliquam fringilla est eget justo sodales accumsan. Aliquam facilisis leo vel tristique ullamcorper. Quisque eget sodales ligula, non ullamcorper nibh. Praesent tempus neque ac odio vestibulum, at egestas dui imperdiet. Proin nibh justo, sodales at massa a, accumsan porttitor felis.

[Body Paragraphs: Background information, quotes, etc.]

Fusce at magna nec dui sagittis ullamcorper at vel lectus. Duis vel urna quis ligula varius rutrum. Pellentesque vel nulla sit amet felis vestibulum elementum. Sed vitae tempus nisl, id vehicula enim. Praesent venenatis elit non ligula congue gravida. Phasellus sit amet lobortis dui. Maecenas nec sagittis massa. Aenean porttitor eros non nibh fermentum tempor. Nunc blandit fermentum urna nec porta.

Boilerplate: a paragraph marketing message reserved for the end of your press release that describes your program/department/program, it's values, what it does and who it serves.

Sed vitae tempus nisl, id vehicula enim. Praesent venenatis elit non ligula congue gravida. Phasellus sit amet lobortis dui. Maecenas nec sagittis massa. Aenean porttitor eros non nibh fermentum tempor. Nunc blandit fermentum urna nec porta.

[Call to Action]

Use this space to push the viewer/reader to do something – contact this person, visit this website, follow this social media platform.