# OLC | OHIO LIBRARY COUNCIL

ADVOCACY · EDUCATION · COLLABORATION

---

## NEWS RELEASE

*Insert Logo Here*
Street Address
City, OH Zip
Main phone number
web address

Date:
Contact: [Name here]
Contact Information: (XXX) XXX-XXXX
email address

# HEADLINE (Bold, 24 point, centered)

(Dateline – usually your city or city in which branch is located) First sentence should

contain the W's – What, Who, Where, When, Why. Rest of paragraph adds details.

(Performer/presenter bio, how to access new resource, reasoning behind new effort, etc.)

Copy should be double spaced unless your local media outlets request otherwise.

Final paragraph should contain information about how to register/get tickets/access new

collection or resource/etc. (Website URL and phone number)

### (this shows media that this is the end of the release)