Press Release (Template)

Include information specific to your event and send to local media outlets (newspapers, TV stations, community newsletters, etc.). Also, disseminate via your school/school district’s website. Update the **blue/bold pieces** with your school’s event information.

FOR IMMEDIATE RELEASE

**DATE**

For more information, please contact:

**Name, Title**

**School**

**Phone**

**Email Address**

**SCHOOL NAME** WILL PARTICIPATE IN STATEWIDE COLLEGE KNOWLEDGE MONTH

**CITY,** MN – To assist students in preparing and applying to college, **Name of Your High School** will participate in the statewide College Knowledge Month held during October.

As part of this initiative, **Name of Your High School** will work with its students on **Your School’s Event Date(s)** to explore career and college options, plan their future goals, and apply to college.

The goal of the program is to get more students applying to college in their senior year. During this event, students may apply to any two-year or four-year college/university or training program in which they are interested.

**Name of Site Coordinator or School Principal,** College Knowledge Month event Site Coordinator for **Name of Your High School**, expects more than **Number** seniors to participate with the help of **Number** of volunteers from **School Faculty, Administration, College, Community Resources**.

For more information about **Name of Your High School**, please contact **Name of Site Coordinator and Contact Information**.

- END -

g. Press Release (Template)

Download: <http://bit.ly/ckm4sitecoordinators>