**FOR PLANNING PURPOSES:**

[DATE]

**CONTACT:**

[NAME]

[NUMBER]

[E-MAIL ADDRESS]

**\*MEDIA ADVISORY\***

**[NAME OF HOSTING ORGANIZATION] to Host [NAME OR DESCRIPTION OF EVENT/MEETING]**

*[TITLE OF SPEAKER] to Deliver [TYPE OF SPEECH] on [TOPIC]*

[CITY, STATE] – On [DATE], [NAME OF HOSTING ORGANIZATION] will host [NAME OF EVENT/MEETING]. [ADD ONE SENTENCE ON WHY THE ISSUE IS IMPORTANT IN YOUR MARKET OR COMMUNITY.]

[NAME OF SPEAKER’S EMPLOYER]’s [NAME OF SPEAKER] will deliver a [TYPE OF SPEECH] titled “[TITLE OF SPEECH].” [EXTRA CONTEXT ON EVENT OR SPEECH GOES HERE.]

**WHAT:** [NAME OF EVENT/MEETING]

**WHO:** [NAME OF SPEAKER]

 [TITLE, EMPLOYER]

**WHEN:** [DATE]

[TIME]

**WHERE:** [NAME OF LOCATION]
 [ADDRESS]
 [CITY, STATE]

**RSVP:** Please register by [PROVIDE INSTRUCTIONS HERE].