# **Sample Press Release**

Media Contact:

(Name of Coordinator)

(Position title of site coordinator)

(Phone number)

(Email)

PRESS RELEASE

(School Name)

(School Address)

(School Address 2)

(School website)

(School Logo or Letterhead)

FOR IMMEDIATE RELEASE  
(Date of release)

**Title Example: (DATE) is College Decision Day: Where Will (High School Name) Students Go to College?**

**(Date) (City)** – May 1 is a big day across Florida and the nation in the college-going process. It’s the day by which seniors nationwide declare what they want to do with their futures and decide where they will go after high school.

(Name of your high school) will participate in Florida’s sixth annual College Decision Day to celebrate the Senior Class of 2020 as they make this important decision to achieve their dreams by attending college, going to trade school, or enlisting into the armed services.

(Name of site coordinator or school principal), (College Decision Day event site coordinator/Principal) for (name of your high school), expects more than (insert number) of seniors to participate. (Insert quote similar to: “This celebration will continue to create a college-going culture within our school as well as within the community. We are extremely proud of our senior class for taking this next big step for their future.”)

The (School Name) Decision Day 2020 will take place on (date) from (time) in (location). Students, parents, school administrators, teachers, staff and community members are invited to join in the celebration. (Include information about the event – will there be anyone speaking? Games? Prizes? Food?).

For more information about (name of your high school), please contact (name of site coordinator) at (contact information).

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# **Sample Media Advisory**

Media Contact:

(Name of Coordinator)

(Position title of site coordinator)

(Phone number)

(Email)

MEDIA ADVISORY

(School Name)

(School Address)

(School Address 2)

(School website)

(School Logo or Letterhead)

(Date of release)

**TITLE EXAMPLE: (DATE) is College Decision Day at (High School Name)**

**(Date) (City)** – May 1 is a big day across Florida and the nation in the college-going process. It’s the day by which seniors nationwide declare what they want to do with their futures and decide where they will go after high school.

**What:** (Name of your high school) is hosting its (inaugural or annual) College Decision Day on (date) to celebrate the Senior Class of 2020 making this important decision to achieve their dreams by either attending college, going to trade school, or enlisting into the armed services.

**When:** (insert date) from (time)

**Where:** (location)

**RSVP:** (name, title, contact information)

**Press:** This event is open to the media. We ask that you RSVP in advance. If you are unable to RSVP, please check in at the High School main office.

**Event Highlights:**

(Insert speaker names and info)

(Insert plans for games, prizes)

(Insert plans for announcing seniors’ college selection)

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