**PRESS RELEASE** - *for immediate release (or ‘embargoed until [date and time]’)*

[date]

[you can include your logo here]

**[HEADLINE]**

**[Place]** -- Your headline and first paragraph are the most important part of your press release. You should summarise your story in the first paragraph including the most important bits. You should answer the questions, what?, who?, where?, when? and how?

Your second paragraph can provide a bit more detail on the above, or you can include a quote here.

If you haven’t included a quote yet, you should do so in your third paragraph.

In the paragraphs below you can provide additional relevant information and context. Aim to keep your release to one page.

###

CONTACT: [name, position/ organisation/ role as applicable, email and phone number of one or two press contacts]

Photos: Include a link to photos here

**NOTES TO EDITORS**

Here you can include background information such as footnotes