

# Your Logo Here

## Contact Information:

Program Director Name

Address for the site

E-mail

Website

FOR IMMEDIATE RELEASE: **(date)** *Put the date that you want the information released*

“Title Here” (Example: New Students Anxious to Get an Upper Hand on Technology)

CITY, STATE (*Example: AUSTIN, TX*) – This is the opening paragraph, and it should be really brief but explain all important points. This paragraph should be anywhere from 3 to 5 sentences. It should include the event that’s going on, the date, time and important people.

The next paragraph goes into more detail. For example, this section could explain the importance of the event and why it’s taking place. This is a good place to mention that the program and its participants depend on grants and other outside funding. In general, remember that most important information should be placed at the beginning of the article - information at the end is less likely to be read.

Another section could talk about the need for your particular program(s). This is where you’ll go in detail about how it got started and what services you offer. Once again, you should keep paragraphs at about 3 to 5 sentences in length.

The very last paragraph is called the “boilerplate.” It is usually no more than 2 to 3 sentences. ***Example: The Digital Workforce Academy strives to meet workforce demands in the digital economy by providing technology skills to underemployed members of our community. The academy is a non-profit 501c(3) organization that fosters community revitalization through education and technology training.***

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(This mark lets the reader know that it is the end of the article.)