

For Immediate Release:

[DATE]

Contact:

[NAME]

[PHONE NUMBER]

[E-MAIL ADDRESS]

Headline (Example):
Lawmakers, Educators, Activists Commemorate
Workers' Memorial Day With XYZ

Subhed (Example):
Event to Honor [LOCATION's] Workers Killed on the Job, Call for
Reforms

WHAT: [Description of event, context about Workers' Memorial Day. 1-2 Paragraphs]

WHO: [Key stakeholders, starting with most media-worthy. Include name, title, and organization.]

WHERE: [Give address for event and any relevant information, such as room number]

WHEN: [Give time (with time zone) and date of event]

[Provide link to more information, if applicable.]

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[Organization's tag line, information about organization,
or link to organization's website]