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 ]