[](https://goo.gl/iRF6B1)**FREE EVENT PRESS KIT TEMPLATE**

**YOUR**

**LOGO**

LOCATION:

DATE: 00/00/0000

THEME:

HEADLINE /

NAME OF EVENT

Tag Line

**PRESS KIT**

INSERT

IMAGE

INSERT

IMAGE

Write a brief (1-4 sentences) summary of the event. Include who is putting on the event, why the event is happening, and any other important details in this brief synopsis.

**EVENT OVERVIEW**

Answer the “who, what, when, where, why, and how” regarding the event

City, State, Name of Event, Month, Day, Year

**DATELINE**

**WHO,**

**WHAT,**

**WHEN,**

**WHERE,**

**WHY,**

**& HOW**

**DETAILS**

**FEATURED GUESTS**

**TARGET AUDIENCE**

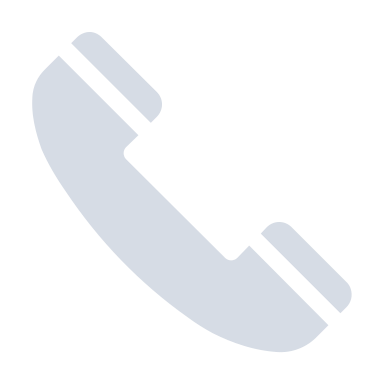
**WHO BENEFITS**

**STORY OF EVENT**

**ABOUT US**

**WHO WE ARE**

* Describe your company / organization and your history
* List services you provide
* Name key executives
* Provide mission statement or future visions



**CONTACT US**

**YOUR**

**LOGO**

**MAILING ADDRESS**

Company Name

123 Main Street

City, ST 12345

**PHYSICAL ADDRESS**

123 Main Street

City, ST 12345

**PHONE**

888-123-4567

**POINT OF CONTACT**

First and Last Name, Title

**EMAIL**

email@address.com

**WE**

**WOULD**

**LIKE**

**TO HEAR**

**FROM**

**YOU**

|  |
| --- |
| **DISCLAIMER**  Any articles, templates, or information provided by Smartsheet on the website are for reference only. While we strive to keep the information up to date and correct, we make no representations or warranties of any kind, express or implied, about the completeness, accuracy, reliability, suitability, or availability with respect to the website or the information, articles, templates, or related graphics contained on the website. Any reliance you place on such information is therefore strictly at your own risk. |