**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**

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