



[Optional: Picture made by...]

Event Press Release Template

A template for anyone promoting or announcing an important event.

**Headline: {Company/Individual} Presents
{Name and/or Description of Event}**

Lead: {City, State} - {Company/Individual} will present {Name of Event}, taking place at {Location of Event} on {Date}, and featuring {performers, guests, showcases, etc.}.

{Company/Individual} is proud to bring {Name of Event} to {Location of Event} for {the first time, the tenth year in a row, etc.}. {Name of Event} will {further description on what will take place at event}.

More details about the event;

- include ticket prices, if applicable
- where/how to purchase tickets
- who is your special guest, etc.

{Video content from your event}

{Quote from performer, guest, previous attendees, critics, etc.}

{Name, surname & position of the person being quoted}

{Boilerplate about company/individual, event and/or any prominent performers and/or guests}.

Contact Information: {Company} or {Contact person and his/her info}:



Name

Position
Company

event@email.com
Phone

Twitter: [Twitter profile](#)

Facebook: [Facebook profile](#)

Linkedin: [LinkedIn profile](#)

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