

# Press Release Form



Decide to whom you are sending this press release: **Calendar items—Calendar and Events Editor, Feature story—Features Editor, Unsure? - Editor/News Editor/Managing Ed.** Fill in the blanks. Just the facts. Be accurate and brief. Journalists write the story if they choose to share the information that you send. If they have questions, they can contact you. We recommend that you “print”, select “Save as PDF” and then save the completed document. Send the completed document by email to THE APPROPRIATE CONTACT in the media outlets selected and [CC\\_office@kcdisciples.org](mailto:CC_office@kcdisciples.org) with a brief note. Media outlets for your area are listed at [www.kcdisciples.org/Get Involved/Resources/Communications/Press Kit/Media](http://www.kcdisciples.org/Get Involved/Resources/Communications/Press Kit/Media). Some stories are published. Some are not. Keep communicating!

Today’s Date

Congregation/Organization

Contact Person

Contact phone and email

What happened or is about to happen?

Who is involved?

Why might this story/event be of interest to others?

Where?

When? (include date and time)

Link to original photos or video clips (if you have them)

**That’s it! Now “print” and click “save as PDF” and send this completed document to the media outlets serving your area and to us at [office@kcdisciples.org](mailto:office@kcdisciples.org). Thank you!**