

Press Release Form

This form is to be used to insure that all information needed for any publication to print notices about your band, solo act or event, will be present so the editors do not have to track you down to get any omitted info. NOTICES SHOULD BE AT THE PUBLICATION'S OFFICE TWO WEEKS BEFORE THE EVENT.
Type or print clearly. This form can also be used loosely to help in the process of writing a "band/artist bio".

WHAT (what is the event? Include which annual, etc., if applicable)

WHO (who is sponsoring, giving, promoting, etc., this event?)

WHERE (include street, city, park, building, etc. for location)

WHEN (include day(s), date(s), time(s), of event)

FOR WHOM (is the public invited? Is it members only? Or...?)

COST (include ticket price(s), fee(s), or is this event free?)

Last but not least, a phone number is required so readers can call for more information. Your notice will not be printed without it.

Phone Number _____ Name(s) _____

Also put your phone number if the publication needs to contact you to verify information.

Name _____ Phone Number _____