**Contact**: XXX

 Office: (XXX) XXX-XXXX

 Cell: (XXX) XXX-XXXX

 Email: XXX@XXX.com

**Media Advisory**

*(Name of event/news)*

**WHO:** *Local community lead*

**WHAT:** XXX

**WHEN:** Friday, January 16, 8:00 a.m.

**WHERE:** XXX, 4700 N. Swan, Tucson AZ 85718

*(Describe what’s happening in plain, non-fluff language, and include location name, address, day, date, and time of event)*

(*Describe what the media will capture on film*) .

**About (XXX)**

*(Boilerplate)*

**Editors Notes: (**Anything important for the media to know about getting to the event, shooting the event, etc) Fact sheet available/name of attendees/etc upon request.

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