**Sample Media Advisory Template for Events**

*TITLE* *(include name of event)*

*CITY*, ON (February xx, 2020) – *2-3 sentences about the event (background information, organization(s)/community centre(s) or school(s) involved, what is the event’s goal and why is it important)*

WHAT: *Name of event*

WHEN: *Date and time of event*

WHERE: *Address/location where event is being held*

WHO: *List who would have an on-camera speaking part, include their professional title if applicable, and include brief details on what they will speak about. You can also include who will be attending the event, especially if any special/VIP guests are expected.*

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Contact information:  *Name  
E-mail  
Phone #*