***Day Date Month, Year***

***Media release title***

***\*High resolution images available on request***

***\*Interview and photo opportunity available upon request***

Introductory paragraph – include the ‘who, what when, where, why and how’. Remember to **bold** the names of people, dates, clubs, tournaments and events.

Body paragraphs – Begin with the most important and relevant information first and structure paragraphs to support the title, introduction and purpose of the release. Quotes should be included towards the end of the document.

Conclusion – Use a call to action to finish.

-ends-

***Additional information***

* Include any relevant background information here
* Dot points are appropriate

**More information**

Name

Title

M: 0000 000 000 | E: email@email.com