**Sample News Release** ([sample](https://va250.org/2024/06/25/american-revolution-experience-traveling-exhibit/))

[Insert your organization's letterhead]

FOR IMMEDIATE RELEASE

Contact: [your name]   
[Title]   
[Phone number]   
[Email address]

**[City/Two, County] Commemorates [Event Name]**

[CITY/COUNTY], VA [Date] – [Your organization] is excited to announce the [event name] on [date] at [time] at [location].

[Provide a brief overview of the event, including its purpose and significance.]

[Include quotes from key individuals involved in the event.]

[Provide additional details about the event, such as speakers, activities, and special guests.]

[Include a brief overview of your organization or committee.]

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