**Logo**

Your Name

Phone number

Email address

**Story Headline**

Supporting Headline (1-3 sentences)

**Who:** Person or organization hosting the event

**What:** Description of the event

**Where:** Location of the event

**When:** Time the event is taking place, including specific times for any special events

**Why:** Description of why the event is taking place or what the host hopes to accomplish

**Interview opportunities:** List of specific people that will be available for questions as well as their backgrounds