

# SAMPLE

**Media Advisory**

(insert date being faxed)

**Contact:** (insert name)

(insert phone #)

**XYZ Organization to Hold Press Conference to Announce Support of State's  
Teacher Pay Raises**

Jackson, MS – President of XYZ Organization will officially announce the organization's support of Teacher Pay Raise Legislation for the 2000 legislative session on (day) (date) (time) (location). Mr./Ms. President will be joined at the press conference by board members Jane Doe, Joe Smith, Bob Jones and Jill Smith.

WHO: XYZ ORGNAIZATION

WHAT: PRESS CONFERENCE

WHEN: (DAY) (DATE) (TIME)

WHERE: LOCATION