



NEWS RELEASE

(Insert Club Name)

(Insert Club Address)

Prepared By:

Phone and Email:

(Insert Title of Release)

(INSERT CITY, Fla., Date) – (Insert the text of your information here. Use full justification).

At the end of the news release, use these symbols centered on the page ###. This means there is no additional information.

Try to only use one page. If you must use two pages, use the following as a header on the second page:

(Insert Club Name-Insert Brief Topic)

(Insert Date)

(Insert Page #)

If at all possible, save the final document as a pdf and send the pdf along with jpegs of your pictures.