

News Release Template

Contact Information		
Client	Spokesperson	Agency
Phone/Skype	Phone/Skype	Phone/Skype
Email	Email	Email
IM Address	IM Address	IM Address
Website	Website	Website

Headline
Subhead

Facts
Bullet Points

[Link and RSS to Delicious Page](#)
Hyperlinks to:

- Historical, trend, market, product and competitive content
- Context
- Continual Updates

[Photo](#)
Mug shot
Product picture

[MP3 File or Podcast Link](#)
[Soundbites](#)

[Graphic](#)
[Product](#)
[Market graphs](#)
[Logos](#)

[Video](#)
[B-Roll](#)

More Multimedia Available Upon Request
Specific website with downloads and other information

Quotes

Links to Relevant To-Date Coverage and Information

Boilerplate

RSS to Client's News Releases

Add to DEL.ICIO.US
Allows readers to use the release as the stand alone portal to this news