

# ASLA Public Outreach Template: Media Advisory

[INSERT CHAPTER/ASLA LOGO]

**Contact Name**  
**Contact Phone Number**  
**Address for the Event**

## **MEDIA ADVISORY**

*Insert Catchy One-Line Headline or Name of Event in Italics*

**WHAT:** [Insert brief, one-paragraph description of your event and significant participants]

**WHO:** [Add full names of speakers and other relevant persons of interest to the media]  
[full name and title]

**WHEN:** [Insert date] [Insert time]

**WHERE:** [Add location]  
[Add address]

**WHY:** [Give reason for event taking place. Cite local statistics, too, if relevant and available]

For interviews or additional information please contact [Insert full name, telephone number, and email address.]

\* If there is a good photo or video opportunity at your event, insert a note about it here.

