

For Immediate Release
Date

Contact: [Organization Name]
[Key Contact]

Phone: _____ [day]
Phone: _____ [evening]
Email: _____

[Headline]:
[Community] Hosts Meeting to Combat Underage Drinking

[Community, date]

Frame the issue with national statistics followed by local stats to illustrate why this problem warrants a meeting.

Make sure that the press release includes the name of the event, the list of guest speakers or panelists, and the location and time.

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Sample template for press release adapted from *Community Briefing Prevention Toolkit: Town Hall Meetings*. For more information or to view additional templates visit: www.stopalcoholabuse.gov/townhall.