# MEDIA ADVISORY X [insert company name] TO make X Announcement/To Hold X Event [ie-groundbreaking/ribbon cutting]

## What:

X will join state and local officials and leaders in X industry to make an announcement that advances X goal or provides X community benefit – jobs/housing/etc.

Featured speakers:

* Name/Title/Organization
* Name/Title/Organization
* Name/Title/Organization

Include format – in-person/virtual/hybrid/live-streamed

## When:

Day of the week, Date, Time a.m. or p.m.

## Where:

Insert location with any special direction instructions such as cross street or entrance.

*Capacity of Venue if applicable:*

***Information for Attendees:***

How to RSVP

Active construction site?

Footwear/weather considerations

Parking

Directions

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