

Media Advisory

FOR IMMEDIATE RELEASE

Date: [Insert Date]

Contact: [Your Name]

Phone: [Your Phone Number]

Email: [Your Email Address]

Community Meeting to Address [Meeting Topic]

The [Organization Name] is inviting members of the media to attend a community meeting focused on [brief description of meeting topic]. This meeting aims to engage the community in meaningful dialogue and provide important updates regarding [specific issues or initiatives].

Details of the Meeting:

Date: [Insert Date]

Time: [Insert Start Time] to [Insert End Time]

Location: [Insert Venue Name/Address]

Agenda:

- [Agenda Item 1]
- [Agenda Item 2]
- [Agenda Item 3]

We encourage all local news outlets to cover this important event and help us spread the word to the community.

END