

Valley Ventures Group - Berlin, NH.

[HOME](#) [CONTACT](#)

| [About Us](#) | [Group News](#) | [Member Profiles](#) | [Meeting Minutes](#) |



Valley Ventures Group - Write Your Own Press Release

Company Logo

FOR IMMEDIATE RELEASE

Contact:

Name

Phone Number(s)

email address

Headline

1st paragraph: Town, State, Month, Date, Year -- 1st paragraph, describes the basic details of the event or story - who, what, when, where, why and how. Try to keep it 2-3 sentences only.

2nd paragraph: provides in-depth information and background about paragraph 1.

3rd paragraph: include more information (if appropriate) and a quote from a spokesperson.

--more--

(included so editors know there is additional information on the next page)

Final paragraph: call to action for readers. Include contact information and website for the readers to learn more at event and/or business.

Boilerplate: This is a paragraph that provides information about the main subject or business. An appropriate place to describe history, experience, mission, results, etc. Space permitting, the media will print this information along with the news. This paragraph should be used at the conclusion of every press release, so make sure it fully captures your business and message.

###

(these three symbols signify the end of the press release to the editor)

***** DO NOT DATE THIS RELEASE UNTIL THE DAY OF DELIVERY *****

Special thanks to Tara Dolphin

[Printable PDF version:](#)

| [Home](#) | [About Us](#) | [Group News](#) | [Member Profiles](#) | [Meeting Minutes](#) | [Support](#) | [Site Map](#) |

Site Credits: [North Star Web Services](#)