



## Sample Media Advisory

FOR PLANNING PURPOSES

DATE  
CONTACT INFO

Rep. [NAME]

[City, State] – On [DATE], Rep. [NAME] will visit [BUSINESS NAME] and host a [PRESS CONFERENCE/ROUNDTABLE ETC]. Rep. [NAME] will also be discussing the positive impact [BUSINESS NAME] has had on our economy and the benefits it has provided to the community. Rep. [NAME] will also discuss the importance of startups to the growth of the American economy.

WHO: [NAME] and other participants

WHAT: [Describe event]

WHEN: [DATE, TIME]

WHERE: [EVENT LOCATION, include specifics for where press should meet]

RSVP: Credentialed members of the media who would like to attend should RSVP to [EMAIL]