Media Release

*Add the date here*

*Write your headline here*

(Pick out the key item/ message/ news and include that in your headline. Ideally it should fit on one line)

**Write or paste your copy into this space**:

Always start with a short one sentence which tells the whole story. Remember the five Ws rule:

* Who
* What
* When
* Where
* Why

If your event happened more than a week ago or you will miss your local papers’ deadline for the current week, then remove the When.

The second paragraph should set the scene and the third paragraph is where you can say what happened or will happen. If needed, the last paragraph should either provide contact information or direct them to further information. This is an opportunity to plug your website.

Remember that newspapers like ‘real people quotes’ so ask one of your group, a parishioner/ visitor for their comment. Be sure to attribute it: Betty Stone, 74, from Bakerville, said: “I had the best time of my life.”

Facts and figures are always good:

* The church needs to raise £250,000 for a new roof.
* Little Bobby raised £15 by washing his granny’s aprons for a week. Granny Marge Simms from Springfield, said: “My aprons have never looked so good and to think he did it for his church, I was brought to tears.”

You get the idea. If you need any further help, please do get in contact with the Communications team at comms@truro.anglican.org or call 01872 360037

Ends

**Editor’s notes:**

Add any additional information that will benefit the recipients here – contact info/ background info etc

**Picture captions:**

Don’t forget to add the captions for your photos here. Newspapers like names, ages (especially if children) and towns of residence ideally. Always aim for a least a first name and the home town/ village.