**Press Release Template**

Date

Type of Press Release

For Immediate Release (this indicates that the information you have provided is available for publication right away)

For More Information Contact:   
Name of primary contact   
Office Phone:   
Cell Phone:   
Headline   
  
City, State — The body of the release should consist of several paragraphs that are short and concise, with the most important content at the beginning.

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Boilerplate – this is the basic information about your church that should include a brief history, perhaps a bit about your priest, and types of services you offer.

Press Release template courtesy of [ECF Vital Practices](http://www.ecfvp.org/)