[Put your logo on top, if desired]

**MEDIA ADVISORY**

[BRIEF DESCRIPTION OF YOUR EVENT – NO MORE THAN THREE PARAGRAPHS]

**WHEN:** Saturday, FULL DATE (DAY, MONTH, YEAR) | START TIME

**WHERE:** ADDRESS or EVENT LOCATION

**WHO:**

* LIST OF NOTABLE CONFIRMED ATTENDEES (MAYOR, PRESIDENT OF LOCAL TRAIL GROUP, POLITICAL REPRESENTATIVES, ETC.)

OPTIONAL: Media are welcome at the event. Please **RSVP** to [YOUR EMAIL ADDRESS] **in advance**.

OPTIONAL: Interviews are available before the event.

**CONTACT:**

NAME

ROLE

PHONE NUMBER

EMAIL ADDRESS