



PRESS RELEASE

Contact Information:

Name:

Mobile:

Email Address:

Date: ...

FOR IMMEDIATE RELEASE

HEADLINE: ...

Intro Paragraph: (Who / What / When / Where / Why / How)

...
...

Body Paragraph: (Detailed information)

...
...

Final Note and Bio Paragraph: (About Ladies Circle – less than 100 words)

...
...

Format: Word

Font: Arial or Calibri, size 12

Words: 300 – 800

Logo: 200 x 200 pixels in size, high quality .png

Photographs: Include names and portfolios from left to right on all attached photos