### Farm to School Tool: News Release Template

**FOR IMMEDIATE RELEASE**

Media Contact:

[Your Name]

[Your Phone Number]

[Your Email Address]

[Your District’s URL]

[Special Event Name]

[Subheading for Special Event]

[LOCATION], [DATE]-- [School District] is hosting [special event name] on [date] from [time]. [Audience, Families and community members] are invited to attend this event to [purpose of special event].

[Include two-three sentences describing further details of the special event.]

[Quote from school nutrition professional describing the importance of the event.]

[Include two sentences describing the background information of the event.]

[Include another two sentences if necessary describing additional components of the special event.]

[Include one sentence describing what the audience should do, RSVP, attend, etc.]

About [Name of School District]

[Include a description of your school district. Ask your administration or communication staff if they have a standard statement to include here.]

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