



# SAMPLE PRESS RELEASE

**How to use:** Draft your press release using the outline below, replacing any highlighted text with information about your city or town. Feel free to modify any text to suit your organization and submit to your local media outlets.

**Media contact:**  
Your Name  
Title, City/Town  
Phone Number  
E-mail address

## FOR IMMEDIATE RELEASE

### <<YOUR CITY OR TOWN>> TO PARTICIPATE IN ARIZONA'S 18th ANNUAL CITIES & TOWNS WEEK

<<CITY/TOWN>>, Ariz. - (Oct. XX, 2019) <<insert Mayor's name>> announced today that << name of city/town>> will join municipalities across the state of Arizona, and take part in the League of Arizona Cities & Towns' 18th annual Cities & Towns Week from October 20-26, 2019. The entire community of << name of city/town>> is encouraged to learn more this week about the services and programs that the <<city/town>> offers to improve the quality of life in our community.

<< INSERT QUOTE FROM ELECTED OFFICIAL HERE >>

<< Name of city/town >> will be offering <<insert a brief description of your event including date, time and location>> (E.g., meeting with legislative candidates, guided

tours of the library or fire station, or community-wide cleanup to encourage community participation.)

Cities & Towns Week is set aside each year to provide citizens with important information about the services and programs provided by their city/town, and to introduce the employees that deliver them. To learn more about <<city/town>> please visit <<city/town website>> or visit [www.azcities.org](http://www.azcities.org) to learn more about how cities and towns are at work for you!

**About << name of city/town >>**

<<Insert brief description of your city or town or a boilerplate if your PIO has one>>

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