Customizable Sample Press Release Template

Upcoming Event Promotion for Grant Recipients

**Instructions:** Use this template to promote your upcoming North Carolina Humanities- funded project! Follow the instructions in red to customize this template and add details about your unique event, how people can get involved, and more! \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***[Paste the press release on your organization's letterhead if possible]***

[Organizational Contact: name of press contact, phone, email]

North Carolina Humanities Press Contact: Melanie Moore Richeson, [mmoore@nchumanities.org](mailto:mmoore@nchumanities.org)

**[Name of Organization] presents [Name of Project/Event] on [Date]**

[CITY, N.C., (Date)] - [Name of organization] invites you to explore [name of project/event] on [date] at [location].

[In this paragraph, describe the nature of the project or event. What can people expect to experience when they attend? Why should people want to come? What are you offering?]

“This [project/event] allows us to [insert how this project/event will impact the community. What is it helping your organization accomplish?],” said [spokesperson’s name, title].

[In this paragraph, insert final sentence(s) about project details and/or upcoming opportunities the public can engage with, including any relevant dates and locations].

[Name of organization] thanks our event supporters [insert local sponsors, if applicable] and North Carolina Humanities.

[Name of organization] received a grant from North Carolina Humanities to support [name of project/event]. North Carolina Humanities is a statewide nonprofit and the state affiliate of the National Endowment for the Humanities.

For more information about [name of organization], please visit [website].

**About** [organization name]: [insert your boilerplate describing your organization and its mission.]

**About North Carolina Humanities:** Through public humanities programs and grantmaking, North Carolina Humanities connects North Carolinians with cultural experiences that spur dialogue, deepen human connections, and inspire community. North Carolina Humanities is a statewide nonprofit and the state affiliate of the National Endowment for the Humanities. To learn more visit [www.nchumanities.org](http://www.nchumanities.org). Any views, findings, conclusions, opinions, or recommendations expressed do not necessarily represent those of North Carolina Humanities or the National Endowment for the Humanities.