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NEWS RELEASE

FOR IMMEDIATE RELEASE

Date

Contact:

Contact Person Name, Title, Organization

Phone Number

Website

HEADLINE

Napa, CA – DATE –Begin your press release with a two sentence paragraph that provides a quick overview of the news and why it is important. It should read easily and make your news sound exciting to a general audience.

Next, provide some background information on your organization, program or project. Make sure to write your release in terms that the general public will understand.

Next, you can include a quote from your organization’s Executive Director or Board member.

Napa Valley Community Foundation also is happy to provide a quote about your organization. Please contact us for a quote.

The final two paragraphs should include boiler plate information about your organization and its history, as well as the below information about Napa Valley Community Foundation:

About Napa Valley Community Foundation

Napa Valley Community Foundation works side-by-side with local donors and nonprofits to tackle the most important challenges our Valley faces. Now celebrating 25 years of service to the community, the Foundation has distributed more than \$75 million in grants to improve the quality of life for residents of the region, and currently serves as the philanthropic partner to thousands of individuals, families, nonprofit agencies and corporations in Napa Valley and beyond. To learn more visit www.napavalleycf.org.

Lastly, repeat "For more information, contact:" as the last sentence.

(These marks are centered just below the content of the release and signal the end of the release.)