

News Release Suggestions

Contact your local paper to find out: (1.) Do they have a “Religion Calendar” or weekly listing of religious events; (2.) What is their deadline for submission of information; (3.) Do they have a specific format or form for submitting information for their “Religion Calendar”? If no form is necessary, it is preferable to submit your information on church or group letterhead. If you do not have letterhead, use a full size sheet of paper (8 1/2” x 11”). Make certain you include *your name and telephone number* or a name and phone number for the paper to contact if they should have questions regarding your information. Double space your information for easier reading.

The following news releases are samples, insert your information where appropriate, or you may write your own. Be certain to include date, time, description of event, location and a number to call for further information.

Many papers will allow you to submit your information every week.

Sample for church sponsored Bible study for both men and women:

The (insert name of church) invites the public to join them every (insert day of the week) at (insert time of the study) for a study of the book of (insert the name of the study).

Childcare provided (or “not provided”). For further information you may contact (insert name and phone number of the individual they are to contact for information).

Sample for an interdenominational group that includes both men and women.

On (insert day & date) at (insert the complete address where the study meets) the Joy of Living Bible study, an interdenominational Bible study group, will begin a weekly study of (insert name of study). Classes will meet every (insert day of week class meets on) at (insert time the class will meet). The public is invited. (If childcare is provided insert “Childcare provided.”) For further information you may contact (insert name and phone number of the individual they are to contact for information).

Sample for a Women’s Bible Study.

Beginning (insert date) there will be a Women’s Bible Study meeting every (insert Day of Week) at (insert time of class). The Bible study will meet at (insert complete location). (If childcare is provided insert “Childcare provided.”) For further information you may contact (insert name and phone number of the individual they are to contact for information).

