

Headline

Sub-heading

Release date: (or just: 'for immediate release'.)

Summary paragraph: a few lines that include all the most important information a journalist will need. The summary paragraph should be enough for them to know what's going on, when and where. A few lines that include all the most important information a journalist will need. The summary paragraph should be enough for them to know what's going on, when and where.

Description: this second descriptive paragraph can go into a bit more detail about your planned event. You can give details about what will happen, who is involved, how and why the project came together and so on. For broadcast media you may also wish to describe what you hope the event will look like visually.

Quotes: 2-4 concise quotes from different sources related to the event. This could include organisers, local refugees, volunteers or community leaders. For example:

"It's really good to see..." - name, local refugee from Syria

"The theme of 'our shared future has..." - name, local volunteer

"At times like these, to see people of different faiths and cultures coming together to..." - name, position in the community (i.e. local imam, vicar, councillor, etc.)

Content continued: take a look back at what you have so far and if you're missing any of your W's (who, what, when, where, why) then cover them here. If you've hit all these points already, you can add a little more detail on the what, who and why.

Background: Refugee Week is the UK's largest festival celebrating the contribution of refugees and promoting understanding of why people seek sanctuary. 2017's theme 'Our Shared Future' celebrates the great things Britain's different communities have built together and looks forward to a future enriched by everyone who calls the UK home. Hundreds of organisations and individuals across the country will be holding cultural and educational events with audiences expected in their tens of thousands. Refugee Week is a partnership project coordinated by Counterpoints Arts. [Click here](#) for a full list of our national partners.

About us: a couple of lines about your organisation or group if you want to include this, with a [hyperlink](#) to your website or facebook page

Press Contact: (add, if possible, someone who's available for interviews!)

Name/organisation

Name/organisation

Email address

Email address

Telephone numbers

Telephone numbers

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Twitter feed: yours if you have one, otherwise [@RefugeeWeek](#) #OurSharedFuture