Sample News Release

ATTENTION LOCAL MEDIA

Date: [Local Group Name]

Phone Numbers

On [date], [Local Group Name] will be sponsoring a Faces of Homelessness forum as part of National Hunger and Homelessness Awareness Week. The forum will be held at [place] at [time]. The forum will include the following guest speakers:

Ms. [name], homeless mother of two living in [city or state].
Mr. [name], homeless man living in [city or state].
Ms. [name], director of your city or statewide homeless/housing coalition.
Mr. [name], director of a local shelter in [city or state].
[Name], president of your student hunger/homelessness organization.

National Hunger and Homelessness Awareness Week (DATES) is a national endeavor by the National Coalition for the Homeless to promote education, action, and awareness about hunger and homelessness. [Local Group Name] is sponsoring this important effort in [your community]. Other events include a “One Night Without a Home,” [date], a canned food drive, and a Hunger Banquet [date].

For more information, please call [Your Name] at [Your Number].

Thank you for your time and attention.

**Note: Distribute similar news releases for each of your events. Perhaps you might choose to submit a news release that presents an overview of the entire week and then submit an individual news release for each event.**