**MEDIA ALERT AND PRESS RELEASE TEMPLATES**

**(Media Alert: to alert and invite the press to cover an event your organization is hosting - including actions like speaking out, or walking out/protests)**

**(Press Release: To issue a statement in response to or in advance of an event or result. Example press release** [**here**](https://outmontclair.org/s/LIBRARY-MEETING-RELEASE-28.pdf)**.)**

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**MEDIA ALERT TEMPLATE**

(To alert and invite the press to cover an event where spokespeople from your organization will be speaking.)

**–**

**YOUR LOGO HERE**

Note the 5 W’s (Who, What, When, Where, Why)

WHO: Who is organizing (your group)

WHAT: What is happening (e.g. news conference, public hearing + spokespeople who are speaking and if they are available for pull-aside interviews)

WHEN: date and time of event

WHERE: location of event, parking details, livestream link

WHY: why media would be interested in covering

INCLUDE CONTACT INFO AND LINKS TO YOUR SOCIAL ACCOUNTS: include email address and cell phone for media to contact before and day of event

**–PRESS RELEASE TEMPLATE–**

**(YOUR LOGO HERE)**

**FOR IMMEDIATE RELEASE**

Contact: (email and cell for press to reach you)

**HEADLINE**

**Subheadline here**

*Your organization’s quote here*

***(Day, Month, Day, Year)*** [Group name and description], is releasing/announcing/responding [why you’re sending release]

2-3 lines of facts about what happened/is happening

Quote from spokesperson and their title (3-4 sentences max)

**Additional research**

Research you gathered about book banners (add link)

Essays from local leaders, clergy supporting right to read (add links)

[American Library Association](https://www.ala.org/news/press-releases/2023/03/record-book-bans-2022) noted a surge in book bans and challenges from 2021 to today - most about or by LGBTQ people, people of color and queer people of color.

[PEN America report-](https://pen.org/report/banned-usa-growing-movement-to-censor-books-in-schools/) who and what is driving book bans: “... the large majority of book bans underway today are not spontaneous, organic expressions of citizen concern. Rather, they reflect the work of a growing number of advocacy organizations that have made demanding censorship of certain books and ideas in schools part of their mission.”

[National Coalition Against Censorship](https://ncac.org/news/attack-on-books) statement against book bans, signed by more than 600 organizations nationwide.

The [American Library Association](https://www.ala.org/news/press-releases/2022/06/ala-condemns-threats-violence-libraries) documented the targeting of 1,651 titles from January to September 2022, the most attempted book bans since ALA began keeping records more than 20 years ago. ALA also noted threats against library workers, with “violence, threats of violence and other acts of intimidation” largely targeting books by or about “gay, queer, transgender, Black, Indigenous, persons of color, those with disabilities and religious minorities.”

**About Your Group (boilerplate)**For more information, please visit and follow us on Facebook and Instagram (provide links to your profiles).