

Press Release


Standard Guidelines

- *1” margins on letter sized sheet*
 - *preferably your letterhead*
- **“For Immediate Release”**
- *Contact Person info*
 - *Name, email, address, phone*
- **Bold** for Headlines
- *City, State/Country - Month Day, Year*
 - *Starts first paragraph*
- *Body Narrative*
 - *most important info first*
 - *short paragraphs (2-3 sentences)*
 - *quotes if possible*
- *Individual or group background info*
- *### to signal finish*
- *- more - to signal second page*

Sample Press Release

Contact info
"For Immediate Release"
Bold Headline
City, State, (country), Month, Day, Year

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FOR IMMEDIATE RELEASE

SAJE SENIOR MINISTRY HOSTS A SENIOR LIVING OPTIONS FAIR AND FINE ARTS SHOW

St. Louis, MO (October 1, 2011)—With so many housing resources, home healthcare, and living facilities for seniors, finding the best option can be a confusing process. SAJE Senior Ministry seeks to make senior housing decisions easier by offering a special day devoted to senior living options. Seniors, caretakers, and families can come learn about local options at the Crestwood Community Center on Saturday, November 19th, from 9 am to noon.

Representatives from local senior housing resources will be available to answer questions and provide more information about long term care and independent living facilities, durable medical equipment, home healthcare services, home repair, and more so that older adults can become more informed about the options they have for their various needs. There will also be music, refreshments, and raffle prizes given away throughout the event.

Event Details are:
When: Saturday, November 19
Time: 9 am to noon (Housing Fair), 9 am to 5 pm (Art Show)
Where: Crestwood Community Center (3939 S. Lindbergh Blvd, Sunset Hills 63127)
Cost: FREE (Door prizes will be handed out.)

Along with the Senior Living Options Fair, SAJE Senior Ministry will also be hosting a Fine Arts show. The Fine Arts Show will allow local artists to display their fine art work. These works include fine pottery, photography, mosaics, paintings, wood carvings, etc. Attendees will have the chance to purchase the local art at the fair and also see what artists in their area have created. The show will run from 9 am to 5 pm, and will also be held at Crestwood Community Center on Saturday, November 19th.

The mission of SAJE Senior Ministry within SGSM Network is to increase the quality of life, while maximizing the talents of older adults, to encourage successful aging by supporting our seniors' ability to live safely in their homes, to promote physical, emotional, social, and spiritual wellness for seniors, and to empower them to remain engaged in their communities.

To learn more, please contact Greg Payne at (314)664-9700 or greg_payne@sgsmnetwork.org.

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Background info about organization

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