

Media Advisory Template



*Reproduce on your school's letterhead



[DATE]

[Name of School]

Road Safety Week Event

In recognition of Canada Road Safety Week, [INSERT DATE], [NAME OF SCHOOL] invites the media to attend [DESCRIPTION OF EVENT].

This event will take place on [DATE], at [TIME] at [LOCATION OF MEDIA EVENT], with the participation of [NAME OF ORGANIZATIONS INVOLVED]. [SPECIFIC INDIVIDUALS, WITH TITLES] will be in attendance. [INCLUDE ANY SPECIAL INSTRUCTIONS/info about photo opportunities/relevant links HERE.]

For further information please contact:

[NAME]

[TITLE]

[PHONE NUMBER]

[EMAIL ADDRESS]