



Press Release Questionnaire

Please complete entirely. This information will provide us with the details needed to complete your content and ensure your satisfaction. Please **TYPE/CHECK** responses. **DO NOT PRINT.**

Company Name:

Website URL:

Phone Number:

Email Address:

Address, City & State:

What is your news announcement? (You can announce an upcoming event, expanded services, new products or capabilities, recognition of awards, new hires, etc.)

Describe your business or organization. Include any information that the writer should know before writing your press release. Provide links to relevant pages.

Provide two quotes from the business owner or spokesperson for your business. This is a good place to add a “voice of enthusiasm” or emphasis on the announcement.

Quote 1:

Quote 2:

Continue to next page...

What does your organization provide or so that others in your market do not?

Describe your target market:

List any keywords you would like used in the PR here:

Boilerplate - Please provide your company's boilerplate if you use a standard one. If not, please provide information on the owner's background or history of your company that can be used to create a boilerplate. Please include any relevant links.