



# Press Release Questionnaire

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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.**