

**BestNewsRelease.com**  
**News Release Worksheet**

Your Name: \_\_\_\_\_

Title: \_\_\_\_\_ Business/Industry \_\_\_\_\_

Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Work Telephone: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

Home Telephone: (\_\_\_\_) \_\_\_\_\_ Mobile: \_\_\_\_\_

**Why do I want this news release?** \_\_\_\_\_

**Tell us about the five "W's"**

Who \_\_\_\_\_

What \_\_\_\_\_

When \_\_\_\_\_

Where \_\_\_\_\_

Why \_\_\_\_\_

**Why do I want this news release?** \_\_\_\_\_

**What do I want someone to do after reading this news release?** \_\_\_\_\_

**Is there anything different, unusual or especially newsworthy in this news release?**