

Press Release Submission Checklist

- ☐ Headline crafted and clear
- ☐ Subheadline provided
- ☐ Date and location included
- ☐ Strong opening paragraph (who, what, when, where, why)
- ☐ Supporting quotes added
- ☐ Boilerplate (company background)
- ☐ Media contact details listed
- ☐ Proofread for grammar and spelling
- ☐ All links checked and working
- ☐ Adhered to target distribution guidelines