

Press Release Evaluation Sheet

Press Release Information

Title	<div></div>
Date	<div></div>
Author	<div></div>

Evaluation Criteria

Criteria	Score (1-5)	Comments
Clarity of Headline	<div></div>	<div></div>
Relevance of Content	<div></div>	<div></div>
Accuracy of Information	<div></div>	<div></div>
Structure & Organization	<div></div>	<div></div>
Grammar & Language	<div></div>	<div></div>
Quotes/Attribution	<div></div>	<div></div>
Call-to-Action	<div></div>	<div></div>

Overall Comments

Evaluator Name