

Local Business Event Press Kit Checklist

Event Overview



Event Name



Date & Time



Location



Event Description



Purpose / Mission

Business Details



Business Name



Brief Company Background



Key Contacts & Titles



Website & Social Media Links



Logo (high-res)

Press Release



Official Press Release Document



Date Released



Media Contact Information

Media Assets



Event Photos (hi-res)



Business Photos/Logos



Speaker/Guest Bios & Headshots



Video Clips (if any)

Event Agenda



Schedule/Timeline



List of Speakers or Special Guests



Key Activities & Highlights

Additional Information



Sponsorship or Partnership Info



Quotes or Testimonials



FAQ Section



Media RSVP Instructions

Notes: