

# 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: