

# Press Release Editorial Review Form

Release Title

Author/Submitter

Submission Date

Press Release Content

## Editorial Review Checklist

☐ Headline is newsworthy and attention-grabbing

☐ Content is clear and concise

☐ All facts and figures are accurate

☐ Quotes are attributed correctly

☐ No spelling or grammar errors

☐ Format meets publication standards

## Editor Comments

## Review Status

Reviewed By