MdSTEMFest2024  
Media Advisory [Template]

*Boilerplate language for an easy Media Advisory in advance of an official MdSTEMFest event.*

[Institution Name] Hosts [Event Title] to Celebrate [Area of STEM] Tomorrow During MdSTEMFest 2024

*[Optional sub header: The annual Festival is expected to host more than 300 in-person and virtual events in Maryland from October 13th – November 11th.]*

|  |  |
| --- | --- |
| WHAT | [Insert 2-3 sentences about your event. Be sure to mention any high-profile attendees/guests.] |
| WHEN | [Insert date(s) of event] |
| WHO | [Optional: Use if your event features people who will grab the attention of the public or includes a guest list with high profile individuals. This section is within a table. If you need to delete the row, select the entire row by double clicking. Right click and choose “Delete Cells…”; then select “Delete entire row”.] |
| WHERE | [Include special parking instructions and/or relevant links for virtual events] |

Don’t forget to delete any template language in the headers or body of this document (and this line!).