**Sample Media Advisory—Manufacturing Day Event**

NEWS ALERT

[Alert Number] NEWS CONTACT

 [Company Contact] (XXX) XXX-XXXX

FOR IMMEDIATE RELEASE

**Media Advisory**

 [NAME OF COMPANY] PLANT TO HOST MANUFACTURING DAY PLANT EVENT ON [DATE]

**What:** [Name of company and city, state] will host [students, lawmaker(s), community members] for a Manufacturing Day event tomorrow morning as part of an effort to draw greater attention to the outstanding opportunities that a career in manufacturing can provide and promote the pursuit of skills that will lead to a long-term career that offers security and growth for qualified candidates.

 The plant visitors will observe the facility’s production of [give a brief description of what the students/guests will see while on the plant tour] and offer brief remarks to attendees.

 [Company name] is a member company of [enter Association/membership group information or boilerplate language if pertinent].

**Who:** [Description of attendees]

 [Company name]

**Where:** [Company name]

 [Plant address]

 [City, state, zip]

**When:** [Date and time]