**Writing an event announcement**

Please refer to the UC ANR [online news-writing style guide](http://ucanr.org/sites/Toolkit/How-to-guides/ANR_Writing_Style_Guide/) to use the style preferred by most newspaper editors. For example, spelling out numbers less than 10.

**TEMPLATE**

DATE: January 1, 2016

CONTACT**:** Your name, phone number, email address

**Headline (Descriptive sentence containing a verb about event.** It should be no longer than one line and in bold type**)   
[Example: UC 4-H members to build robots Aug. 15 in Fresno]**

Briefly describe the event, who is invited and what people will be doing. Include visuals for photographs and video opportunities. This should be one or two paragraphs. If there’s a keynote speaker, include the speaker’s name, affiliation and subject of the talk. If there is a website for more information, include the URL here.

**Who:** A description of the people participating

**When:** Date and time

**Where:** Event location address

For more information about the project, visit [[ADD](http://snamp.cnr.berkeley.edu/) WEB LINK].

MEDIA CONTACT:

Name, title, phone number including area code, email address

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