

**Press Release Format**  
[For Woodstock Times, and all other local Publications]

**FOR IMMEDIATE  
RELEASE**

or HOLD FOR RELEASE UNTIL [DATE]

HEADLINE

(like a newspaper headline)

CITY

MONTH, DAY, YEAR

BODY

(description: 1-3 paragraphs / each with 2-3 sentences)

ORGANIZATION

Woodstock Transition (WNYT) is a local volunteer organization that employs citizen advocacy to build community resiliency in response to the challenges with climate change and economic disruption, specifically occurring in Woodstock and the surrounding area. For more information please visit: [www.woodstocknytransition.org](http://www.woodstocknytransition.org)

CONTACT INFO:

Include contact person / phone, email, or postal address

**ENDS** or ###

**# Words (optional)**

Notes: Submitted Press Release format should only include the information on the right side (above); there's no need to list the information in the left margin.