

Sample Pre-Event Press Release

<Contact Name>
<Title>
<Organization Name>
<Phone Number>
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<E-mail>

For Immediate Release:

<Organization Name> Plans College Preview Day for Local High School Students

<Organization Name> will hold a College Preview Day on <day, date and time> for local juniors and seniors. The event, which will be held at <location>, will help students learn how to apply for college and become familiar with a college campus.

During the event, students will go on a peer-guided tour highlighting important campus offices, such as financial aid and admission, as well as the student union, campus bookstore and library. In addition to visiting a college class in progress, students will also learn about filling out the Free Application for Federal Student Aid (FAFSA) and preparing for college.

“College Preview Day is a great opportunity for the students of our community to learn what <college name> offers and get great tips on what to expect during the application process and beyond,” said <name>, < title> for <organization name>.

To register for this event, contact <name> at (XXX) XXX-XXXX. For more information about <Organization name>, visit <URL>.

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