**Sample Media Advisory**

*\* Note to user:*

*- Sample media advisory to help a PSAP promote a tour by an elected official*

**MEDIA ADVISORY FOR**

[Date of Event]

CONTACT: [Name]

[Phone Number]

[Email Address]

**[Name of Town/City/County] [Elected official, title] to Participate in Tour of**

**[Name of Town and PSAP] to See 911 Services in Action**

[Name of official and title] will be visiting the 911 call center in [town/city/county] to see first-hand the impact of 911 to [his/her] constituents. During [name of official’s] tour, [he/she] will see what happens behind the scenes when people call 911 and learn more about the emergency communication issues that are most important to the [name of PSAP] and the [number of residents] of residents in the [“greater x area”, name of town/city/county].

*As appropriate, include additional compelling information to pique media interest, such as details about National 911 Education Month, National Public Safety Telecommunicators Week, or unique callers and dispatchers who will participate in the tour.*

**What:** Tour of [name of PSAP]

**Who:** [name of official and title]

**When:** [day, date and time]

**Where:** [name of room, building and street address]

**Why:** Elected official to visit local PSAP to understand important 911 issues in [his/her] community and to see first-hand the impact of federal regulation and fund disbursement on emergency communications for [his/her] constituents.

For more information, contact [name] at [phone number].