



Our mission is to coalesce, inspire and support the Head Start field as a leader in early childhood development and education.

Sample Media Advisory

[Your Logo]

Media Advisory

FOR IMMEDIATE RELEASE

[Date]

CONTACT: [Program Contact]

[Program Contact Email]

[Your Program Name] Hosts [Member of Congress]

[CITY, STATE] – On [Date], [Program Name] will be hosting [Member of Congress] for a visit at [Site Name]. We are excited to have [Member of Congress] read to the children and gain a first-hand look at Head Start’s unique and innovative approach to high-quality early learning. [Member of Congress] will have the opportunity to speak with parents, teachers, and staff about Head Start’s locally-designed, two-generation approach to early childhood education and development, which is key to the program’s success and impact.

“We are honored to host [Member of Congress] at [Your Program Name], so [s/he] can witness firsthand the impact we make on the lives of so many vulnerable kids and their families,” said [HS Program Director]. “We send our greatest thanks to [Member of Congress] for taking the time out of their busy schedule to talk about Head Start and the critical role our program plays in the community.”

*****Open Press Event*****

WHAT: [Member of Congress] to Visit [Program Name] Head Start and Read to Children, Meet with Parents

WHEN: Date / Time

WHERE: Address

WHO: Member of Congress, any other significant partners or officials

RSVP: Contact [Program Contact] at [Program Email] if you are interested in covering this event.

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[Your Program’s Mission Statement]