

[INSERT FACILITY LOGO]

FOR IMMEDIATE RELEASE
Month, Day, Year

Contact: [Insert contact name and email]

Media Advisory

EVENT: [Insert Provider Name] To Hold COVID-19 Vaccine Clinic

WHAT: Media is invited to attend [Insert provider/facility's name] clinic to administer the COVID-19 vaccine to residents and staff.

OR If this is an FYI, media cannot attend:

WHAT: [Insert provider/facility's name] will hold a COVID-19 vaccine clinic for residents and staff. Media cannot attend due to visitor restrictions. However, interviews can be scheduled, and post-event images/b-roll will be provided.

WHO: [Insert full names of participants who can be interviewed, including title]

WHEN: [Insert date & time]

WHERE: [Insert address]

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[INSERT BOILERPLATE]