

SAMPLE NEWS RELEASE

To: City Editor  
From: Toastmasters International FOR IMMEDIATE RELEASE  
Subject: Name of District Governor  
Telephone Number  
Email

< *Insert Name* > HONORED BY LOCAL TOASTMASTERS (or pick clever headline).

< *Insert City, State, Name of recipient and occupation* >, has been selected as one of approximately 70 outstanding leaders throughout the world to receive the Toastmasters International Communication and Leadership award this year.

The award will be presented to < *Mr./Mrs.*> at the Toastmasters < *Insert conference name*> Conference < *Insert month, date and location* >.

Toastmasters District < *Insert district #* > Governor < *Insert district governor name* > cited < *Insert recipient name* > for his/her < *Insert "citation"* >.

< *This section of the news release should include specifics regarding the recipient, including the individuals contributions to communication and leadership, biographical data, highlights of the Toastmasters event where the award is being presented, etc.* >

District < *Insert district #* > is composed of < *Insert # of Toastmasters clubs* > and approximately < *Insert approximate # of members and include the location* >. There are < *Insert # of clubs and City* >.

Toastmasters International is a nonprofit educational association that has helped more than four million people through its communication and leadership program. There are more than 211,000 members in 10,500 clubs in 90 countries throughout the world.

A Toastmasters club provides its members with opportunities to improve their public speaking skills, to conduct meetings and to develop as leaders. Club activities are based on the principle of learning by doing and improving through practice and evaluation.