Instructions: Use this template to help form the body of an email for media outlets that you would like to contact about your upcoming event. Simply fill in your information in the [brackets] and add anything else important about your event that you think people would like to know e.g., a personal connection to the cause.

Please make sure you remember to delete the brackets before sending and change the text back to all black.

Media Release
[insert date]

[Name of event] in support of Barnardos Australia

[Insert full name] from [organisation, area, group] is hosting a [name/type of event] to raise funds in support of Barnardos Australia. The [name of event] will be taking place at [insert time] on [insert date] at the [insert venue].

[Give background information on the event and what it will offer e.g., raffle, auction, lunch]

All money raised from this event will go directly to Barnardos Australia, helping to provide high-quality safety and prevention services that will support long-term, sustainable, generational change for children, young people, and their families.

The reason this event is so important is [insert reason you have chosen to support Barnardos Australia or because every child needs a champion].

If you would like to attend this event, please contact [insert name] on [insert phone number].

About Barnardos Australia Barnardos Australia exists because every child needs a champion. We listen, we act, and we advocate for the safety of children who are suffering from, or at risk of abuse and neglect, providing family support programs and services that empower children to reach their full potential. When it comes to protecting vulnerable children from abuse, we never give up.
We are dedicated to the prevention of trauma in children, and support families to be the best parents they can be. We help children to recover and thrive, and when they’re unable to stay safely at home, we find safe homes for them through foster care and open adoption.

For more information, please visit: [www.barnardos.org.au](http://www.barnardos.org.au)

Example Media Release

Media Release
10.10.2023

Be Brave Trivia Night in support of Barnardos Australia

Bella Armstrong from Sydney’s east is hosting a spooky spin on a trivia night to raise funds in support of Barnardos Australia. The trivia night will be taking place at 7pm on the 31st of October at The Clock in Surry Hills.

On the eve of Halloween, join us for a spooky themed trivia night. The goal, be brave! Some of the questions will make your skin crawl and might even give you a fright…

Join us for a complimentary cocktail upon arrival and nibbles provided. There will be opportunities to win with our massive raffle a well, with prizes from X, X and X.

All money raised from this event will go directly to Barnardos Australia, helping to provide high-quality safety and prevention services that will support long-term, sustainable, generational change for children, young people, and their families.

This event and the funds raised are incredibly important because I have seen the work Barnardos Australia has done firsthand, and their impact is second to none. Having worked in child protection for 20 years, the work that Barnardos does is extremely integral to the community and raising money for them means they can continue to provide support.

If you would like to attend this event, please contact Bella Armstrong on XXXX XXX XXX or tickets can be purchased here: www.xxxxxx.com

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