**SAMPLE CALL TO THE MEDIA**

Hello! I would like to speak to the assignment desk for area news please.

My name is [INSERT NAME], and I’m [INSERT JOB TITLE] at [INSERT LIBRARY NAME].

I’m calling to let you know that Congressperson [INSERT NAME] has accepted an invitation to visit our library on [INSERT DATE], and I thought your organization would do a great job of covering the visit, so we would like to invite you to attend. We will be highlighting the role of the library in helping youth succeed in school and prepare for 21st century careers.

The Congressperson will spend time at the library [INSERT THE ACTIVIITES S/HE WILL BE DOING].

We certainly hope you can attend and we do our best to accommodate your needs. The visit is scheduled for [INSERT TIME] at [INSERT LOCATION]. If there’s additional information that you need, please let me know. I can be reached at [INSERT CONTACT INFO]. Thank you for your time and we hope to see you at the library on [INSERT DATE]!

**SAMPLE PRESS RELEASE**

For Immediate Release [INSERT DATE] Contact: [INSERT NAME]

[INSERT PHONE #]

[INSERT EMAIL]

**Congressperson [INSERT NAME] to Visit [INSERT LIBRARY NAME]**

[INSERT CITY, STATE] – Congressperson [INSERT NAME] will visit [INSERT LIBRARY NAME] on [INSERT DATE], library director [INSERT NAME] announced today.

[NAME OF LIBRARY DIRECTOR] said the Congressperson will [INSERT THE ACTIVITIES S/HE WILL DO OR OBSERVE]. The event is free and open to the public, so all are welcome to attend. [INSERT LIBRARY NAME] is located at INSERT ADDRESS].

The library [INSERT MISSION OR DESCRIPTION OF KEY LIBRARY ACTIVITIES].

“[INSERT QUOTE FROM LIBRARY DIRECTOR DESCRIBING RECENT KEY LIBRARY ACHIEVEMENTS,” said [INSERT DIRECTOR NAME].

“We are delighted that Congressperson [INSERT NAME] has accepted our invitation to visit our library. It will be a good opportunity for the community’s young people to get to know the Congressperson and learn more about the work s/he does in Washington, DC to support our community and state.” said [INSERT NAME OF YOUTH LIBRARY WORKER].

Further information can be obtained from the library Web site at [INSERT URL], or by calling or emailing the library. The phone number is [INSERT #]. The email address is [INSERT EMAIL].

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