



## **PRESS RELEASE TEMPLATE**

**Please complete the below template with your community event information.**

- **Event/Project Title:**
- **Dates and Times:**
- **Location:**
- **Price:**
- **Website/social media handles:**

**Please detail the below:**

**What is your event/project?**

**Who is it aimed at?**

**What is the connection to Plymouth?**

**What is the connection to Mayflower 400?**

**What is great about this event/project?**

**What is unique or special about this event/project?**

**Please write a few sentences to sum up your event/project**

## **NOTES**

Mayflower 400 Community Sparks is a partnership project between Mayflower 400, Plymouth Culture, Plymouth City Council, The Box and Vital Sparks.

Event organisers will ensure any images or media provided or uploaded already have the relevant permissions/consent of anyone featured in the image or media.

**Please return to: [Sarahjane.funnell-kemp@plymouth.gov.uk](mailto:Sarahjane.funnell-kemp@plymouth.gov.uk)**