Date, 2025

**For more information, contact:**

First Name and Last Name

Title

Department

University of Guam

Tel:

Email:

**Title**

Intro: Include who, what, when, where, and why it’s significant/newsworthy or why it’s particularly unique.

Release text: Should appeal to and include information of relevance/interest to the general public.

The release should include:

* At least one direct quote from the lead person/people
* Any relevant data to help show significance: total number of students helped/amount raised to date
* Any related news or info the public might want to know going forward (upcoming events, next steps)
* Brief background on the subject (why something was established and when)
* Where the public should go for more information or to take action

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**Photo caption:**

*2025-file-name*

Caption here in present tense, including who, what, when, and where. (From left) Name, title, Organization; Name, title, Organization.

*Photo courtesy of University of Guam*