



**Central  
Maryland  
Chamber**

**Guidelines  
for  
Grand  
Openings**



## **GUIDELINES FOR GRAND OPENINGS**

### ***Should I Have a Grand Opening?***

The Chamber would be delighted to help you celebrate with a grand opening ceremony if your membership is in good standing and your business has made one of the following changes in the past 12 months:

- Opened a new business or new branch/ location
- Changed ownership or is under new management
- Moved to a new location
- Remodeled or expanded at its present location

A grand opening ceremony is an important part of your overall marketing and advertising plan and is a great way to celebrate an opening expansion. It offers an opportunity to meet key leaders in the community and get acquainted with your neighbors and fellow Chamber members.

Scheduling a grand opening with the Chamber should take place a minimum of three weeks prior to the event to allow time for planning, promotion, and other details.

The Chamber can schedule and participate in ribbon cutting ceremonies planned Monday through Friday between 8:30 a.m. and 4:00 p.m. However, other days and times may be accommodated on a case-by-case basis, as staff schedules permit.

### ***What Does the Chamber Provide?***

Chamber staff will provide the following services for grand openings of member businesses:

- Request proclamations or certificates from the Anne Arundel County, Howard County and /or Prince George's County Council and County Executive's Office.
- Provide referrals to other Chamber businesses that can provide catering, party rentals, publicity, invitations, and other related services.
- Provide contact information for local elected officials so you may extend a personal invitation to your special event.
- Notify Chamber Board of Directors and Ambassadors Committee of your event—but you may still wish to issue a separate invitation.
- Provide a sample press release and a list of local media contacts.
- Media coverage can never be guaranteed. Members are encouraged to send press releases to the entire list of media contacts provided by the Chamber.
- Bring the giant Chamber scissors—you provide the red ribbon.
- List the date, time, location, and contact information for your Grand Opening, with picture if provided, in a future issue of the Chamber newsletter and on Chamber social media platforms.

There is no charge for the Chamber's involvement. It's a value-added benefit of membership!

As a Chamber member, you may also obtain the Chamber's mailing list in electronic format suitable for creating mailing labels for sending invitations or marketing materials to Chamber members.

***For more information, or to schedule your grand opening,  
contact Kristi Simon at 410-672-3422 or [kristi@centralmarylandchamber.org](mailto:kristi@centralmarylandchamber.org).***



**Central  
Maryland  
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## **GUIDELINES FOR GRAND OPENINGS**

### ***What Should I Plan?***

To take advantage of the Chamber's grand opening services, please contact Kristi Simon at 410-672-3422 or [kristi@centralmarylandchamber.org](mailto:kristi@centralmarylandchamber.org) at least three weeks before the event.

As soon as you have chosen the date and time, decide who to invite and send invitations. The invitations should include the date, time, ribbon cutting time, location, and a phone number and/ or email for further information.

Wondering who to invite? Here are some suggestions for possible attendees:

- Elected officials (list provided by Chamber)
- Local media (list provided by Chamber)
- Chamber members (electronic list available)
- Neighboring businesses
- Existing customers
- Suppliers to your trade
- Business prospects
- Friends and family

Will the event be outdoors or indoors? If it will be held outside, plan accordingly with tents for bad weather or summer heat. Plans for moving the event to an inside location are also recommended.

Refreshments are usually served, but it's your decision. Hors d'oeuvres and light finger food are fairly standard practice. You have the option of preparing your own food, hiring a caterer, or a combination of both. Decide where you will set up the refreshments and make sure that there are plenty of cups, napkins, and plates.

Consider promoting your business by offering brochures, door prizes, certificates or coupons to those who attend.

Choose the location of the ribbon cutting and official photograph. Decide who will be included in the picture and who will actually cut the ribbon. Make sure you have a camera and assign someone to take photos of the event as a keepsake for your business.

Have fun! This is a time to celebrate!

***For more information, or to schedule your grand opening,  
contact Kristi Simon at 410-672-3422 or [kristi@centralmarylandchamber.org](mailto:kristi@centralmarylandchamber.org).***



# Central Maryland Chamber

## MEDIA CONTACTS

### **Capital Gazette**

Rick Hutzell, Editor  
P.O. Box 6727  
Annapolis, MD 21401  
Phone: 410-268-5000  
Email: rhutzell@capgaznews.com

### Circulation

Phone: 410-268-4800  
Email: circulation@capgaznews.com

### Community News

Email: communitynews@capitalgazette.com

### **Baltimore Business Journal**

Eileen Silberfeld, Marketing Director  
36 S Charles Street #2500  
Baltimore, MD 21201  
Phone: 410-576-1161  
Email: esilberfeld@bizjournals.com

### **Baltimore Sun**

Jay Judge, Director of Content/Community News &  
Market Editor  
300 E. Cromwell St.  
Baltimore, MD 21230  
Phone: 410-468-2622  
410-332-6455 (newsroom)  
Email: jay.judge@baltsun.com

### **Business Monthly**

Daniel Medinger, Publisher  
5397 Twin Knolls Road, Suite 17  
Columbia, MD 21045  
Phone: 410-740-5077  
Email: dan@bizmonthly.com

### **Odenton Patch**

Deb Belt  
deb.Belt@patch.com  
410-305-9113

### **Washington Post**

Kathleen Mansolf, Account Manager  
P.O. Box 1534  
Annapolis, MD 21404  
Phone: 410-757-2724  
Email: mansolfk@washpost.com

### **What's Up? Media**

Veronica Tovey, President and Publisher  
201 Defense Highway, Suite 203  
Annapolis, MD 21401  
Phone: 410-266-6287  
Email: veronica@whatsupmag.com

### **WNAV Radio Sajak Broadcasting Corporation**

Steve Hopp, General Manager  
236 Admiral Drive  
Annapolis, MD 21401  
Phone: 410-263-1430  
Email: stevehopp@wnav.com

*For more information, or to schedule your grand opening,  
contact Kristi Simon at 410-672-3422 or [kristi@centralmarylandchamber.org](mailto:kristi@centralmarylandchamber.org).*



# Central Maryland Chamber

## ELECTED OFFICIALS

A letter or invitation to an elected official should be addressed as follows:

The Honorable (Name)  
(Office)  
(Address)  
(City, State, Zip Code)

### Anne Arundel County

#### County Executive

County Executive  
Steuart Pittman  
Community and Constituent Services  
The Arundel Center  
44 Calvert St.  
Annapolis, MD 21401  
410-222-1821  
[Expitt99@aacounty.org](mailto:Expitt99@aacounty.org)

#### County Council

The Arundel Center  
PO Box 2700,  
44 Calvert St.  
Annapolis, MD 21401  
410-222-1401

Sarah F. Lacey, District 1,  
[Slacey@aacounty.org](mailto:Slacey@aacounty.org)  
Legislative Assistant: Linda Harris  
[Linda.Harris@aacounty.org](mailto:Linda.Harris@aacounty.org)

Allison M. Pickard, District 2  
[Allison.Pickard@aacounty.org](mailto:Allison.Pickard@aacounty.org)  
Legislative Assistant: Kristin M. Etzel  
[Kristin.Etzel@aacounty.org](mailto:Kristin.Etzel@aacounty.org)

Nathan Volke, District 3  
[Nathan.Volke@aacounty.org](mailto:Nathan.Volke@aacounty.org)  
Legislative Assistant: Sara Gannon  
[Ccgann33@aacounty.org](mailto:Ccgann33@aacounty.org)

Andrew Pruski, District 4  
[Andrew.Pruski@aacounty.org](mailto:Andrew.Pruski@aacounty.org)  
Legislative Assistant: Brian Kemmet  
[Brian.Kemmet@aacounty.org](mailto:Brian.Kemmet@aacounty.org)

Amanda Fiedler, District 5  
[Amanda.Fiedler@aacounty.org](mailto:Amanda.Fiedler@aacounty.org)  
Legislative Assistant: Pam Scarbro  
[Pscarbro@aacounty.org](mailto:Pscarbro@aacounty.org)

Lisa D. B. Rodvien, District 6  
[Lisa.Rodvien@aacounty.org](mailto:Lisa.Rodvien@aacounty.org)  
Legislative Assistant: Yanick Parker  
[Ccpark99@aacounty.org](mailto:Ccpark99@aacounty.org)

Jessica Haire District 7,  
[Jessica.Haire@aacounty.org](mailto:Jessica.Haire@aacounty.org)  
Legislative Assistant: Matthew Pipkin

#### County Council (cont.)

[Matthew.Pipkin@aacounty.org](mailto:Matthew.Pipkin@aacounty.org)

#### Governor

Governor Larry Hogan  
Maryland State House  
State Circle  
Annapolis, MD 21404  
410-974-3901  
[governor@gov.state.md.us](mailto:governor@gov.state.md.us)

#### Lt. Governor

Lt Governor Boyd Rutherford  
Maryland State House  
State Circle  
Annapolis, MD 21404  
410-974-5882  
[ltgovernor@gov.state.md.us](mailto:ltgovernor@gov.state.md.us)

#### Maryland State Senate District 21

Senator Jim Rosapepe  
101 James Senate Office Building  
11 Bladen Street  
Annapolis, MD 21401  
410-841-3141  
[Jim.Rosapepe@senate.state.md.us](mailto:Jim.Rosapepe@senate.state.md.us)

#### District 32

Senator Pamela Beidle  
202 James Senate Office Building  
11 Bladen Street  
Annapolis, MD 21401  
410-841-3593  
[Pamela.Beidle@senate.state.md.us](mailto:Pamela.Beidle@senate.state.md.us)

#### District 33

Senator Edward Reilly  
316 James Senate Office Building  
11 Bladen Street  
Annapolis, MD 21401  
410-841-3568  
[Edward.Reilly@senate.state.md.us](mailto:Edward.Reilly@senate.state.md.us)

#### House of Delegates

**District 21**  
Delegate Benjamin Barnes  
151 House Office Building  
6 Bladen St.  
Annapolis, MD 21401  
410-841-3046  
[Ben.Barnes@house.state.md.us](mailto:Ben.Barnes@house.state.md.us)

Delegate Mary A. Lehman  
317 House Office Building  
6 Bladen St.  
Annapolis, MD 21401  
410-841-3114  
[Mary.Lehman@house.state.md.us](mailto:Mary.Lehman@house.state.md.us)

#### District 21 (cont.)

Delegate Josie Pena-Melnyk  
241 House Office Building  
6 Bladen St.  
Annapolis, MD 21401  
410-841-3502  
[Josie.Pena.Melnyk@house.state.md.us](mailto:Josie.Pena.Melnyk@house.state.md.us)

#### District 32

Delegate Sandy J. Bartlett  
163 House Office Building  
6 Bladen St.  
Annapolis, MD 21401  
410-841-3370  
[Sandy.Bartlett@house.state.md.us](mailto:Sandy.Bartlett@house.state.md.us)

Delegate Mark Chang  
165 House Office Building  
6 Bladen St.  
Annapolis, MD 21401  
410-841-3511  
[Mark.Chang@house.state.md.us](mailto:Mark.Chang@house.state.md.us)

Delegate Mike Rogers  
162 House Office Building  
6 Bladen St.  
Annapolis, MD 21401  
410-841-3372  
[Mike.Rogers@house.state.md.us](mailto:Mike.Rogers@house.state.md.us)

#### District 33

Delegate Heather Bagnall  
160 House Office Building  
6 Bladen St.  
Annapolis, MD 21401  
410-841-3406  
[Heather.Bagnall@house.state.md.us](mailto:Heather.Bagnall@house.state.md.us)

Delegate Michael Malone  
164 House Office Building  
6 Bladen St.  
Annapolis, MD 21401  
410-841-3510  
[Michael.Malone@house.state.md.us](mailto:Michael.Malone@house.state.md.us)

Delegate Sid Saab  
157 House Office Building  
6 Bladen St.  
Annapolis, MD 21401  
410-841-3551  
[sid.saab@house.state.md.us](mailto:sid.saab@house.state.md.us)

**Give two weeks in advance  
minimum notice!**



# Central Maryland Chamber

## ELECTED OFFICIALS

A letter or invitation to an elected official should be addressed as follows:

*The Honorable (Name)  
(Office)  
(Address)  
(City, State, Zip Code)*

### Howard County

#### County Executive

County Executive  
Calvin Ball  
3430 Courthouse Drive  
Ellicott City, MD 21043  
410-313-2011  
[cball@howardcountymd.gov](mailto:cball@howardcountymd.gov)

#### County Council

George Howard Building  
3430 Courthouse Drive  
Ellicott City, MD 21043  
410-313-2001

Liz Walsh, District 1,  
[EWalsh@howardcountymd.gov](mailto:EWalsh@howardcountymd.gov)  
Special Assistant: Karina Fisher  
[KFisher@howardcountymd.gov](mailto:KFisher@howardcountymd.gov)

Opel Jones, District 2,  
[OJones@howardcountymd.gov](mailto:OJones@howardcountymd.gov)  
Special Assistant: Michael Harris  
[MrHarris@howardcountymd.gov](mailto:MrHarris@howardcountymd.gov)

Christiana Mercer Rigby, District 3,  
[CRigby@howardcountymd.gov](mailto:CRigby@howardcountymd.gov)  
Special Assistant: Colette Gelwicks  
[CGelwicks@howardcountymd.gov](mailto:CGelwicks@howardcountymd.gov)

Deb Jung, District 4,  
[DJung@howardcountymd.gov](mailto:DJung@howardcountymd.gov)  
Special Assistant: China Williams  
[CcWilliams@howardcountymd.gov](mailto:CcWilliams@howardcountymd.gov)

David Yunmann, District 5,  
[DYunmann@howardcountymd.gov](mailto:DYunmann@howardcountymd.gov)  
Special Assistant: Karen Knight  
[KKnight@howardcountymd.gov](mailto:KKnight@howardcountymd.gov)

#### Governor

Governor Larry Hogan  
Maryland State House  
State Circle  
Annapolis, MD 21404  
410-974-3901  
[governor@gov.state.md.us](mailto:governor@gov.state.md.us)

#### Lt. Governor

Lt Governor Boyd Rutherford  
Maryland State House  
State Circle  
Annapolis, MD 21404  
410-974-5882  
[ltgovernor@gov.state.md.us](mailto:ltgovernor@gov.state.md.us)

#### Maryland State Senate

##### District 9

Senator Katie Fry Hester  
304 James Senate Office Building  
11 Bladen Street  
Annapolis, MD 21401  
410-841-3671  
[KatieFry.Hester@senate.state.md.us](mailto:KatieFry.Hester@senate.state.md.us)

##### District 12

Senator Clarence K. Lam  
420 Miller Senate Office Building  
11 Bladen Street  
Annapolis, MD 21401  
410-841-3653  
[Clarence.Lam@senate.state.md.us](mailto:Clarence.Lam@senate.state.md.us)

##### District 13

Senator Guy J. Guzzone  
121 James Senate Office Building  
11 Bladen Street  
Annapolis, MD 21401  
410-841-3572  
[Guy.Guzzone@senate.state.md.us](mailto:Guy.Guzzone@senate.state.md.us)

#### House of Delegates

##### District 9A

Delegate Warren Miller  
403 House Office Building  
6 Bladen St.  
Annapolis, MD 21401  
410-841-3582  
[Warren.Miller@house.state.md.us](mailto:Warren.Miller@house.state.md.us)

Delegate Trent Kittleman  
202 House Office Building  
6 Bladen St.  
Annapolis, MD 21401  
410-841-3556  
[Trent.Kittleman@house.state.md.us](mailto:Trent.Kittleman@house.state.md.us)

##### District 9B

Delegate Courtney Watson  
209 House Office Building  
6 Bladen St.  
Annapolis, MD 21401  
410-841-3077  
[Courtney.Watson@house.state.md.us](mailto:Courtney.Watson@house.state.md.us)

#### District 12

Delegate Eric Ebersole  
305 House Office Building  
6 Bladen St.  
Annapolis, MD 21401  
410-841-3328  
[Eric.Ebersole@house.state.md.us](mailto:Eric.Ebersole@house.state.md.us)

Delegate Terri L. Hill  
215 House Office Building  
6 Bladen St.  
Annapolis, MD 21401  
410-841-3378  
[Terri.Hill@house.state.md.us](mailto:Terri.Hill@house.state.md.us)

Delegate Jessica Feldmark  
216 House Office Building  
6 Bladen St.  
Annapolis, MD 21401  
410-841-3205  
[Jessica.Feldmark@house.state.md.us](mailto:Jessica.Feldmark@house.state.md.us)

#### District 13

Delegate Vanessa Atterbeary  
216 House Office Building  
6 Bladen St.  
Annapolis, MD 21401  
410-841-3471  
[Vanessa.Atterbeary@house.state.md.us](mailto:Vanessa.Atterbeary@house.state.md.us)

Delegate Shane Pendergrass  
241 House Office Building  
6 Bladen St.  
Annapolis, MD 21401  
410-841-3139  
[Shane.Pendergrass@house.state.md.us](mailto:Shane.Pendergrass@house.state.md.us)

Delegate Jen Terrasa  
131 House Office Building  
6 Bladen St.  
Annapolis, MD 21401  
410-841-3246  
[Jen.Terrasa@house.state.md.us](mailto:Jen.Terrasa@house.state.md.us)

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# Central Maryland Chamber

## ELECTED OFFICIALS

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*The Honorable (Name)  
(Office)  
(Address)  
(City, State, Zip Code)*

### Prince George's County

#### County Executive

County Executive  
Angela D. Alsobrooks  
1301 McCormick Drive, Suite 4000  
Largo, MD 20774  
301-952-4131  
[countyexecutive@co.pg.md.us](mailto:countyexecutive@co.pg.md.us)

#### County Council

14741 Gov. Oden Bowie Drive  
County Council, 2nd Floor  
Upper Marlboro, MD 20772  
301-952-3887

Thomas E. Dernoga, District 1,  
[CouncilDistrict1@co.pg.md.us](mailto:CouncilDistrict1@co.pg.md.us)

Deni Taveras, District 2,  
[CouncilDistrict2@co.pg.md.us](mailto:CouncilDistrict2@co.pg.md.us)

Dannielle M. Glaros, District 3,  
[CouncilDistrict3@co.pg.md.us](mailto:CouncilDistrict3@co.pg.md.us)

Todd M. Turner, District 4, *Chair*  
[CouncilDistrict4@co.pg.md.us](mailto:CouncilDistrict4@co.pg.md.us)

Jolene Ivey, District 5,  
[CouncilDistrict5@co.pg.md.us](mailto:CouncilDistrict5@co.pg.md.us)

Derrick Leon Davis, District 6,  
[CouncilDistrict6@co.pg.md.us](mailto:CouncilDistrict6@co.pg.md.us)

Rodney C. Streeter, District 7, *Vice-Chair*  
[CouncilDistrict7@co.pg.md.us](mailto:CouncilDistrict7@co.pg.md.us)

Monique Anderson-Walker, District 8,  
[CouncilDistrict8@co.pg.md.us](mailto:CouncilDistrict8@co.pg.md.us)

Sydney J. Harrison, District 9,  
[CouncilDistrict9@co.pg.md.us](mailto:CouncilDistrict9@co.pg.md.us)

#### Governor

Governor Larry Hogan  
Maryland State House  
State Circle  
Annapolis, MD 21404  
410-974-3901  
[governor@gov.state.md.us](mailto:governor@gov.state.md.us)

#### Lt. Governor

Lt Governor Boyd Rutherford  
Maryland State House  
State Circle  
Annapolis, MD 21404  
410-974-5882  
[ltgovernor@gov.state.md.us](mailto:ltgovernor@gov.state.md.us)

#### Maryland State Senate District 22

Senator Jim Rosapepe  
101 James Senate Office Building  
11 Bladen Street  
Annapolis, MD 21401  
410-841-3141  
[Jim.Rosapepe@senate.state.md.us](mailto:Jim.Rosapepe@senate.state.md.us)

#### District 23

Senator Jim Rosapepe  
101 James Senate Office Building  
11 Bladen Street  
Annapolis, MD 21401  
410-841-3141  
[Jim.Rosapepe@senate.state.md.us](mailto:Jim.Rosapepe@senate.state.md.us)

#### District 24

Senator Jim Rosapepe  
101 James Senate Office Building  
11 Bladen Street  
Annapolis, MD 21401  
410-841-3141  
[Jim.Rosapepe@senate.state.md.us](mailto:Jim.Rosapepe@senate.state.md.us)

#### District 25

Senator Pamela Beidle  
202 James Senate Office Building  
11 Bladen Street  
Annapolis, MD 21401  
410-841-3593  
[Pamela.Beidle@senate.state.md.us](mailto:Pamela.Beidle@senate.state.md.us)

#### District 26

Senator Edward Reilly  
316 James Senate Office Building  
11 Bladen Street  
Annapolis, MD 21401  
410-841-3568  
[Edward.Reilly@senate.state.md.us](mailto:Edward.Reilly@senate.state.md.us)

#### District 47

Senator Malcolm Augustine  
3E Miller Senate Office Building  
11 Bladen Street  
Annapolis, MD 21401  
410-841-3745  
Mal-  
[colm.Augustine@senate.state.md.us](mailto:colm.Augustine@senate.state.md.us)

#### House of Delegates

##### District 22

Delegate Tawanna P. Gaines  
121 House Office Building  
6 Bladen St.  
Annapolis, MD 21401  
410-841-3058  
[Tawanna.Gaines@house.state.md.us](mailto:Tawanna.Gaines@house.state.md.us)

Delegate Anne Healey  
361 House Office Building  
6 Bladen St.  
Annapolis, MD 21401  
410-841-3961  
[Anne.Healey@house.state.md.us](mailto:Anne.Healey@house.state.md.us)

Delegate Alonzo T. Washington  
405 House Office Building  
6 Bladen St.  
Annapolis, MD 21401  
410-841-3652  
[Alonzo.Washington@house.state.md.us](mailto:Alonzo.Washington@house.state.md.us)

##### District 23A

Delegate Geraldine Valentino-Smith  
201 House Office Building  
6 Bladen St.  
Annapolis, MD 21401  
410-841-3101  
Gerald-  
[ine.Valentino@house.state.md.us](mailto:ine.Valentino@house.state.md.us)

##### District 23B

Delegate Marvin E. Holmes, Jr.  
364 House Office Building  
6 Bladen St.  
Annapolis, MD 21401  
410-841-3310  
[Marvin.Holmes@house.state.md.us](mailto:Marvin.Holmes@house.state.md.us)

Delegate Ron Watson  
207 House Office Building  
6 Bladen St.  
Annapolis, MD 21401  
410-841-3448  
[Ron.Watson@house.state.md.us](mailto:Ron.Watson@house.state.md.us)

##### District 24

Delegate Erik L. Barron  
414 House Office Building  
6 Bladen St.  
Annapolis, MD 21401  
410-841-3692  
[Erik.Barron@house.state.md.us](mailto:Erik.Barron@house.state.md.us)





# Central Maryland Chamber

## ELECTED OFFICIALS

*A letter or invitation to an elected official should be addressed as follows:*

*The Honorable (Name)  
(Office)  
(Address)  
(City, State, Zip Code)*

### **Prince George's County (cont.)**

#### **House of Delegates (cont.)**

##### **District 24 (cont.)**

Delegate Andrea Fletcher Harrison  
204 House Office Building  
6 Bladen St.  
Annapolis, MD 21401  
410-841-3919  
AndreaFletcher.Harrison@house.state.md.us

Delegate Jazz Lewis  
350 House Office Building  
6 Bladen St.  
Annapolis, MD 21401  
410-841-3691  
Jazz.Lewis@house.state.md.us

##### **District 25**

Delegate Darryl Barnes  
363 House Office Building  
6 Bladen St.  
Annapolis, MD 21401  
410-841-3557  
Darryl.Barnes@house.state.md.us

Delegate Nick Charles  
206 House Office Building  
6 Bladen St.  
Annapolis, MD 21401  
410-841-3707  
Nick.Charles@house.state.md.us

Delegate Dereck E. Davis  
231 House Office Building  
6 Bladen St.  
Annapolis, MD 21401  
410-841-3519  
Dereck.Davis@house.state.md.us

##### **District 26**

Delegate Veronica Turner  
205 House Office Building  
6 Bladen St.  
Annapolis, MD 21401  
410-841-3212  
Veronica.Turner@house.state.md.us

##### **District 26 (cont.)**

Delegate Kriselda Valderrama  
350 House Office Building  
6 Bladen St.  
Annapolis, MD 21401  
410-841-3210  
Kris.Valderrama@house.state.md.us

Delegate Jay Walker  
131 House Office Building  
6 Bladen St.  
Annapolis, MD 21401  
410-841-3581  
Jay.Walker@house.state.md.us

##### **District 47A**

Delegate Diana M. Fennell  
404 House Office Building  
6 Bladen St.  
Annapolis, MD 21401  
410-841-3478  
Diana.Fennell@house.state.md.us

Delegate Julian Ivey  
217 House Office Building  
6 Bladen St.  
Annapolis, MD 21401  
410-841-3326  
Julian.Ivey@house.state.md.us

##### **District 47B**

Delegate Wanika Fisher  
206 House Office Building  
6 Bladen St.  
Annapolis, MD 21401  
410-841-3340  
Wanika.Fisher@house.state.md.us

**Give two weeks in advance  
minimum notice!**



# Sample Press Release

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## [Your Logo Here]

**For Immediate Release:** [Date]

**[Title Here]** (Example: XYZ Inc Announces Launch of New Website)

Description (optional)\*: *This is a very short description about the press release.*

\*Some distribution sites will ask for this.

[City], [State], [Date] – [This is the opening paragraph. It should contain about 3-5 lines and considered most important since this catches attention of news readers and journalists. Typically questions for who, what, when, where and why answered here. Keep it short and highlight what the release is all about.]

[This paragraph goes into little depth. Give more details of product or any events taking place. This should contain about 2 comments made by spokespersons. For Example, Mr. XXX said “xxx”.]

[This paragraph focuses on where users can find detailed information about product or events. Give a contact or website for more information so that additional information can be found. This paragraph should be concluded within 3-5 lines.]

[This conclusive paragraph is known as the “boilerplate” and can contain no more than 2-3 lines. A short “about” section, providing independent background on the issuing company, organization or individual. Here you should explain future aspects, your aim in meeting the current market or success. In general, this paragraph should be what the intent you want to achieve for the organization.]

### **Contact Information:**

[Company Name]

[Main Contact (Optional)]

[Address]

[Telephone]

###

(This mark lets the reader know that this is the end of the article.)

[Editor’s Note: optional. This includes any more relevant information to the related media outlet. Including more information about your company, information about other organizations referred to in the release, etc.]