



**Central  
Maryland  
Chamber**

**Guidelines  
for  
Grand  
Openings**



# Central Maryland Chamber

## 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 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.\*

\*Please note the chamber cannot guarantee attendance of chamber members, ambassadors or board members.

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  
Chamber**

## **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. If you would like to hire a professional photographer to help with your special day, please let us know and we'll provide you with a list of referrals

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**

P.O. Box 6727  
Annapolis, MD, 21401  
Phone: 410-268-5000

#### Circulation

Phone: 410-268-4800  
Email: [circulation@capgaznews.com](mailto:circulation@capgaznews.com)

#### Community News

Email: [communitynews@capitalgazette.com](mailto:communitynews@capitalgazette.com)

### **Baltimore Business Journal**

Annie Payne, Advertising Sales Manager  
36 S Charles Street #2500  
Baltimore, MD 21201  
Phone: 410-454-0521  
Email: [apayne@bizjournals.com](mailto:apayne@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](mailto:jay.judge@baltsun.com)

### **Business Monthly**

Jason Whong, Publisher  
5397 Twin Knolls Road, Suite 17  
Columbia, MD 21045  
Phone: 410-740-5077  
Email: [jason@whong.media](mailto:jason@whong.media)

### **Odenton Patch**

Deb Belt  
[deb.Belt@patch.com](mailto: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](mailto: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](mailto: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](mailto: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

Peter Smith, District 1,  
[petersmith@aacounty.org](mailto:petersmith@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)

Julie Hummer, District 4  
[Jhummer@aacounty.org](mailto:Jhummer@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: Stacey Fitzgerald  
[stacey.fitzgerald@aacounty.org](mailto:stacey.fitzgerald@aacounty.org)

Shannon Leadbetter, District 7,  
[SLeadbetter@aacounty.org](mailto:SLeadbetter@aacounty.org)  
Legislative Assistant: Jessica Ewing

#### County Council (cont.)

[Jewing@aacounty.org](mailto:Jewing@aacounty.org)

#### Economic Development

Anne Arundel Economic Development  
2660 Riva Road, Suite 200  
Annapolis, MD 21401  
[info@aaedc.org](mailto:info@aaedc.org)  
410-222-7410

#### Governor

Governor Wes Moore  
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 Aruna Miller  
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 Dawn D. Gile  
316 James Senate Office Building  
11 Bladen Street  
Annapolis, MD 21401  
410-841-3568  
[dawn.gile@senate.state.md.us](mailto:dawn.gile@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)

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 J. Sandy 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 33A

Delegate Andrew Pruski  
Lowe House Office Building, Room 164  
6 Bladen St.  
Annapolis, MD 21401  
410-841-3340  
[andrew.pruski@house.state.md.us](mailto:andrew.pruski@house.state.md.us)

##### District 33B

Delegate Stuart M. Schmidt, Jr.  
Lowe House Office Building, Room 157  
6 Bladen St.  
Annapolis, MD 21401  
410-841-3110  
[stuart.schmidt@house.state.md.us](mailto:stuart.schmidt@house.state.md.us)

##### District 33C

Delegate Heather Bagnall  
157 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)

**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: Wendy Royalty  
[wroyalty@howardcountymd.gov](mailto:wroyalty@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 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)  
District Aide: Matthew Blum  
[mblum@howardcountymd.gov](mailto:mblum@howardcountymd.gov)

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

#### Economic Development

Howard County Economic Development Authority  
6751 Columbia Gateway Dr, Suite 500  
Columbia, MD 21046  
[info@hceda.org](mailto:info@hceda.org)  
410-313-6500

#### Governor

Governor Wes Moore

#### Governor (cont.)

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 Aruna Miller  
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  
Miller Senate Office Building, 3 West Wing  
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 Chao Wu  
Lowe House Office Building, Room 217  
6 Bladen St.  
Annapolis, MD 21401  
410-841-3556  
[chao.wu@house.state.md.us](mailto:chao.wu@house.state.md.us)

Delegate Natalie Ziegler  
Lowe House Office Building, Room 214  
6 Bladen St.  
Annapolis, MD 21401  
410-841-3552  
[natalie.ziegler@house.state.md.us](mailto:natalie.ziegler@house.state.md.us)

##### District 9B

Delegate Courtney Watson  
Taylor House Office Building,

#### District 9B (cont.)

Room 214  
6 Bladen St.  
Annapolis, MD 21401  
410-841-3077  
[Courtney.Watson@house.state.md.us](mailto:Courtney.Watson@house.state.md.us)

#### District 12A

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

Delegate Terri L. Hill  
Lowe House Office Building, Room 404  
6 Bladen St.  
Annapolis, MD 21401  
410-841-3378  
[Terri.Hill@house.state.md.us](mailto:Terri.Hill@house.state.md.us)

#### District 13

Delegate Vanessa Atterbeary  
Taylor House Office Building, Room 131  
6 Bladen St.  
Annapolis, MD 21401  
410-841-3471  
[Vanessa.Atterbeary@house.state.md.us](mailto:Vanessa.Atterbeary@house.state.md.us)

Delegate Pamela Lanman Guzzone  
Taylor House Office Building, Room 216  
6 Bladen St.  
Annapolis, MD 21401  
410-841-3083  
[pam.guzzone@house.state.md.us](mailto:pam.guzzone@house.state.md.us)

Delegate Jennifer R. Terrasa  
Lowe House Office Building, Room 217  
6 Bladen St.  
Annapolis, MD 21401  
410-841-3246  
[Jen.Terrasa@house.state.md.us](mailto:Jen.Terrasa@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)

### 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, Chair, District 1,  
[CouncilDistrict1@co.pg.md.us](mailto:CouncilDistrict1@co.pg.md.us)

Wanika B. Fisher, District 2,  
[CouncilDistrict2@co.pg.md.us](mailto:CouncilDistrict2@co.pg.md.us)

Eric C. Olson, District 3,  
[CouncilDistrict3@co.pg.md.us](mailto:CouncilDistrict3@co.pg.md.us)

Ingrid S. Watson, 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)

Wala Blegay, Vice-Chair, District 6,  
[CouncilDistrict6@co.pg.md.us](mailto:CouncilDistrict6@co.pg.md.us)

Krystal Oriadha, District 7,  
[CouncilDistrict7@co.pg.md.us](mailto:CouncilDistrict7@co.pg.md.us)

Edward Burroughs, III, 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)

#### Economic Development

Prince George's County Economic  
Development Corporation  
1801 McCormick Drive, Suite 350,  
Largo MD, USA 20774  
[lvalentine@co.pg.md.us](mailto:lvalentine@co.pg.md.us)  
301-583-4650

#### Governor

Governor Wes Moore  
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 Aruna Miller  
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 23

Senator Ronald L. Watson, Ph.D.  
James Senate Office Building,  
Room 120  
11 Bladen Street  
Annapolis, MD 21401  
410-841-3631  
[ron.watson@senate.state.md.us](mailto:ron.watson@senate.state.md.us)

#### District 24

Senator Joanne C. Benson  
James Senate Office Building,  
Room 201  
11 Bladen Street  
Annapolis, MD 21401  
410-841-3148  
[joanne.benson@senate.state.md.us](mailto:joanne.benson@senate.state.md.us)

#### District 25

Senator Melony G. Griffith  
Miller Senate Office Building,  
3 East Wing  
11 Bladen Street  
Annapolis, MD 21401  
301-858-3127  
[melony.griffith@senate.state.md.us](mailto:melony.griffith@senate.state.md.us)

#### District 26

Senator C. Anthony Muse  
James Senate Office Building,  
Room 220  
11 Bladen Street  
Annapolis, MD 21401  
410-841-3092  
[anthony.muse@senate.state.md.us](mailto:anthony.muse@senate.state.md.us)

#### District 47

Senator Malcolm L. Augustine  
James Senate Office Building,  
Room 214  
11 Bladen Street  
Annapolis, MD 21401  
410-841-3745

[Malcolm.Augustine@senate.state.md.us](mailto:Malcolm.Augustine@senate.state.md.us)

#### House of Delegates District 22

Delegate Anne Healey  
410-841-3961  
[anne.healey@house.state.md.us](mailto:anne.healey@house.state.md.us)

Delegate Alonzo T. Washington  
410-841-3652  
[Alonzo.Washington@house.state.md.us](mailto:Alonzo.Washington@house.state.md.us)

Delegate Nicole A. Williams  
410-841-3058  
[nicole.williams@house.state.md.us](mailto:nicole.williams@house.state.md.us)

#### District 23

Delegate Adrian A. Boafo  
410-841-3047  
[adrian.boafo@house.state.md.us](mailto:adrian.boafo@house.state.md.us)

Delegate Marvin E. Holmes, Jr.  
Annapolis, MD 21401  
410-841-3310  
[Marvin.Holmes@house.state.md.us](mailto:Marvin.Holmes@house.state.md.us)

Delegate Kym Taylor  
410-841-3331  
[kym.taylor@house.state.md.us](mailto:kym.taylor@house.state.md.us)

#### District 24

Delegate Tiffany T. Alston  
410-841-3139  
[tiffany.alston@house.state.md.us](mailto:tiffany.alston@house.state.md.us)

Delegate Andrea Fletcher Harrison  
410-841-3919  
[andrealetcher.harrison@house.state.md.us](mailto:andrealetcher.harrison@house.state.md.us)

Delegate Jazz M. Lewis  
301-858-3691  
[jazz.lewis@house.state.md.us](mailto:jazz.lewis@house.state.md.us)

#### District 25

Delegate Darryl Barnes  
410-841-3557  
[darryl.barnes@house.state.md.us](mailto:darryl.barnes@house.state.md.us)

Delegate Nick Charles  
410-841-3707  
[nick.charles@house.state.md.us](mailto:nick.charles@house.state.md.us)

Delegate Karen R. Toles  
410-841-3524  
[karen.toles@house.state.md.us](mailto:karen.toles@house.state.md.us)

#### District 26

Delegate Veronica L. Turner  
410-841-3212  
[veronica.turner@house.state.md.us](mailto:veronica.turner@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 27A**

Delegate Kevin M. Harris  
410-841-3257  
[kevin.harris@house.state.md.us](mailto:kevin.harris@house.state.md.us)

##### **District 27B**

Delegate Jeffrie E. Long, Jr.  
410-841-3398  
[jeffrie.long@house.state.md.us](mailto:jeffrie.long@house.state.md.us)

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

Delegate Diana M. Fennell  
410-841-3478  
[diana.fennell@house.state.md.us](mailto:diana.fennell@house.state.md.us)

Delegate R. Julian Ivey  
410-841-3326  
[julian.ivey@house.state.md.us](mailto:julian.ivey@house.state.md.us)

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

Delegate Deni L. Taveras  
410-841-3101  
[deni.taveras@house.state.md.us](mailto:deni.taveras@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.]