**FOR IMMEDIATE RELEASE**

Date:

From: The Business Forum

Contacts:

Photo: A .jpg image of [INSERT DESCRIPTION OF IMAGE] is attached to this email.

**Event Title/Headline**

[Body of release, keep to 200 words or less if possible. The first two paragraphs addressing who, what, where when and why. Email this word document and jpg to your TBF Communications Chairs when done.]

For more information on this event, visit www.thebusinessforum.org or contact [INSERT CONTACT NAME] at [INSERT CONTACT EMAIL AND/OR PHONE NUMBER].

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**About The Business Forum:** The Business Forum is a local professional women’s organization that fosters personal and professional growth of its members and other women through networking, scholarships, mentoring and community involvement. Proceeds from events go to The Business Forum Foundation, a non-profit 501(c)(3) organization that awards scholarships to high school students and returning adult women who attend college in Wisconsin.

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