**Press Release Submission Form**

**1. Contact Information**

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| --- | --- | --- | --- |
| **Company/Organization Name:** |  | | |
| **Contact Person:** | Sarah Johnson | **Title/Position:** | PR Manager |
| **Phone Number:** | (555) 123-4567 | **Email Address:** | sarah.johnson@brightwave.com |
| **Company Website:** |  | | |

**2. Press Release Details**

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| --- | --- | --- | --- |
| **Press Release Title:** |  | | |
| **Date of Release:** | October 15, 2025 | **Embargoed Until (if applicable):** | N/A |
| **Primary Audience:** | Business owners and marketing professionals | | |

**3. Content Information**

* **Summary (2–3 sentences):** [XYZ] Media has announced the launch of its innovative digital marketing platform designed to help small businesses enhance their online visibility. The platform integrates AI-driven analytics and campaign management tools.
* **Full Press Release Text:**  
  *(Attach document or paste full content here)*

**4. Multimedia Attachments**

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| --- | --- | --- | --- |
| **Logo (Upload):** | [ ] | **Images (Upload):** | [ ] |
| **Video Link (if any):** |  | | |

**5. Distribution Preferences**

* **Preferred Media Outlets:** TechCrunch, PR Newswire, Marketing Dive
* **Geographic Distribution:** Nationwide (U.S.)
* **Distribution Date:** October 15, 2025

**6. Approval**

* **Submitted By:** Sarah Johnson
* **Date Submitted:** October 10, 2025
* **Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_