

# Issuing a press release

**A press release will tell journalists about your grant and what your project will achieve.**

Depending on the size and scope of your project you can tell local, regional and even national newspapers as well as the broadcast media (radio and television).

In case you haven't written a press release before, or are not used to sending them out, we have a [press release template](#) to help you. The press release template contains everything you need to form a press release to promote your project; all you need to do is fill in the blanks. We recommend using simple, enthusiastic language and avoid any industry jargon.

Remember to include your own logo and ours at the top of the page. [Download our logos here](#).

We can recommend attaching a good photograph. If you do, make sure you add a note of the names of all the people in the photo. If there are more than 5 you can reference the group as a whole, rather than individuals.

Please send the draft press release to [Rosie at Healthwatch Hampshire](#) at least a week before you're due to send it out. This gives us time to check the information and approve it.