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**Press Release**

**FOR IMMEDIATE RELEASE**

Date

Contact:

Contact Person Name, Title, Organization

Phone Number

Email

# HEADLINE

**Macon County, Illinois –** Begin your press release with a two-sentence paragraph that provides a quick overview of the news and why it is important. It should read easily and make your news sound exciting to a general audience.   
  
Next, provide some background information on your organization, program or project. Make sure to write your release in terms that the general public will understand.   
  
Next, you can include a quote from your organization’s Executive Director or Board member.

The Community Foundation of Macon County is also happy to provide a quote about your organization. Please contact us for a quote.  
  
The final two paragraphs should include boiler plate information about your organization and its history, as well as the below information about The Community Foundation of Macon County:

**About The Community Foundation of Macon County**

Established in 2000, The Community Foundation of Macon County stewards more than 300 funds and total assets of $42 million. To date, The Community Foundation has distributed over $30 million to charitable organizations and endeavors. For more information about The Community Foundation of Macon County, visit our website at maconcountygives.org.

Lastly, repeat "For more information, contact:" as the last sentence.

### (These marks are centered just below the content of the release and signal the end of the release.)