



# News release

News story:

Assigned to:

Date:

Deadline:

**Note to writer:** This form is for your use to aid in writing your news story. It is meant as a brief guide for you as the examples used apply only to certain types of stories.

**N.B** – think who your audience is (non air cadets vs air cadets) and make it as interesting as possible for the reader. Remember it has to flow as a story and not sections like the layout of the form would suggest.

**Introduction** – This is usually a brief sentence describing **who** is involved and **what** has happened. e.g. A team of Air Cadets from 90 (Speke) Squadron have made it to the Air Trainings Corps National Drill Competition

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**Main Story** – Detail why we do the event or what the story is about (drill - teamwork and discipline, national competition), **the location itself** ( a large hangar at RAF Halton), **details about the event and the result.** (expand on how it went and whether we won etc). **Basically just add more detail.**

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(Extra writing space – if necessary)

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**Quotes – Including a quote ‘humanises’ the story, no more than 2 quotes should be used. If a quote is used from a cadet it would usually need to be of their personal experience.** E.g. “It was a very tough race, but practice paid off and I’m so happy we won in the end ” gasped Cadet Bloggs. **If a quote is from a member of staff it would usually include praise for those involved and highlight the skills used** “ I’m very proud of the team, drill is about discipline, teamwork and pride which are qualities that will ensure they are successful as an adult”.

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**Catchy Headline Ideas** (Don’t worry if you can’t think of any!)

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