

## Press Release

Use this template as a starting point for creating a press release about someone at your facility. For assistance with creating a press release, please contact THCA's Communications staff at (615) 834-6520.

**FOR IMMEDIATE RELEASE:**

For additional information contact:

(INSERT ADMINISTRATOR'S FULL NAME)

(INSERT FACILITY PHONE NUMBER)

(INSERT HEADLINE DESCRIBING HONOREE HERE. EXAMPLE: "JOHN SMITH WINS XYZ AWARD")

(INSERT YOUR CITY'S NAME), Tenn. – (INSERT STAFF MEMBER'S NAME), a/an/the (INSERT STAFF MEMBER'S TITLE) with (INSERT FACILITY NAME), has been named/has won (INSERT VERY BRIEF DESCRIPTION OF THE HONOR OR RECOGNITION).

(INSERT ADDITIONAL DESCRIPTION OF THE STAFF MEMBER'S HONOR. THIS SHOULD INCLUDE DETAILS ABOUT THE AWARD ITSELF AND WHY THE PERSON WON).

"(INSERT QUOTE FROM ADMINISTRATOR DESCRIBING THE HONOREE AND WHAT THE PERSON MEANS TO THE FACILITY)," said Administrator (INSERT ADMINISTRATOR'S NAME).

"(INSERT CONTINUATION OF QUOTE IF ADDITIONAL QUOTE IS NEEDED)."

(INSERT STAFF MEMBER'S LAST NAME) has been a/an/the (INSERT STAFF MEMBER'S TITLE) with (INSERT FACILITY NAME) for (INSERT NUMBER OF YEARS). He/she has (INSERT ADDITIONAL RELEVANT BIOGRAPHICAL INFORMATION AS NEEDED).

(INSERT FACILITY NAME) is a (INSERT NUMBER OF BEDS)-bed member facility of the Tennessee Health Care Association (THCA)/Tennessee Center for Assisted Living (TNCAL), a nonprofit organization whose members include long-term care facilities located throughout the state.

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