|  |  |
| --- | --- |
| **The expected level of news uptake for the press release:** | |
| No news | 10-14 news articles |
| 1-4 news articles | 15+ news articles |
| 5-9 news articles | |
|  | |
| **Is there a particular desired outcome for the press release (e.g. appearing in print in The Times)?** | |
| No | |
| Yes – if yes, please describe: | |
|  | |
| **Is the press release due to be released by any other institution?** | |
| No | |
| Yes – if yes, please describe: | |
|  | |
| **Embargo:** | |
| No embargo | |
| Start of embargo: Click here to enter a date. / Time: | |
|  | |
| **Response needed by:** | |
| Today at: | |
| Date: Click here to enter a date. | / Time: |
| **Feedback or comments:** | |

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\* Insert PR text below \*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*