



# Missing In America Project

[www.miap.us](http://www.miap.us)

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## STANDARD OPERATING PROCEDURE

### PRESS RELEASE EXAMPLE

PROCEDURE: To instruct MIAP State Coordinators/Volunteers on writing a press release for upcoming MIAP funerals/functions. Whenever a press release is needed, the following instructions must be utilized. NOTE: These instructions are for the State Coordinators/Volunteers. Funeral homes may write their own press release or use these instructions.

### PRESS RELEASE

### FOR IMMEDIATE RELEASE

The Missing in America Project with assistance from the (FUNERAL HOME, CORONER, OR VETERANS' ORGANIZATION) will conduct a full military honors funeral on (DATE, TIME, CEMETERY).

If an escort is planned, list the escorting veterans' organization with location and time escort will begin and end.

If the Funeral Director wishes the names of the veterans/spouses to be released, you may do so here. List name, branch and dates of service. For the spouses, include their name with (wife/husband of). If the Funeral Director wishes you to decide on the release of names, 3 days before the ceremony is required.

If a guest speaker is planned, include his/her name, title and organization.

The Chaplain's name should be included in the release.

The last statement should read:

All are invited to attend the ceremony to honor our American Heroes.