**Appendix B**

**Sample Press Release**



**Contact Information**

[First Name][Last Name]

[Title]

[Email][Phone]

[Insert a downloadable image from your jurisdiction here. If possible, use a recent image from the current election.]

**FOR IMMEDIATE RELEASE**

**[Jurisdiction Name] announces expected schedule for release of election results**

[JURISDICTION], [STATE] (DD/MM/YYYY) – [Jurisdiction name] voters should expect unofficial results for the [insert election] to be available by [insert time].

Election results are unofficial until [Month DD], when the [insert certifying body] meets to certify the election’s official results.

As [insert county]’s unofficial results become available, they will be reported at [insert county link]. Statewide or multi-county results are available at [insert state reporting link]. It is normal and expected for unofficial results to change on election night and throughout the certification process, as additional legally cast ballots are counted.

Election Day is [insert date]. Voting locations close at [insert time] and mail ballots must be returned by [insert time].

For more information, go to [insert link to website or additional fact sheet if available].

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