Working with the Media

By strategically working with the media you can ensure that the public knows that the arts industry is a vital part of your community. Here are a few tips to help you gain media attention for your participation and local events held in celebration of National Arts & Humanities Month (NAHM).

Press Release/ Swiss Cheese Press Release

Write and distribute a press release to announce your local NAHM activities. Getting reporters’ attention can be tricky, since so many are strapped for time. Here are some tips to ensuring your press release gets noticed:

- Don’t bury the lead. Think of the headline you’d like to see in the paper the next day and tailor your release to fit that message. Pick the few details that you think are the most vital, and feature them in your first paragraph (the lead). You can fill in the supporting details later in the release. Here’s a helpful way to think about it: Your lead paragraph should answer who, what, when and where; the rest of the release should address why and how.

- Make sure your headline is strong. Headlines should grab reporters’ attention and should read like a shorter version of your lead paragraph. Also consider packing a few additional details into a subhead. The goal is to get a reporter to spend 60 seconds reading what you have to say.

- Dot your “i’s” and cross your “t’s”. Nothing makes you lose credibility with a reporter more than typos, misspellings, bad grammar, and not keeping to Associated Press (AP) Style. Always have a second or third set of eyes look your release over before you pull the trigger.

- Personalize it. If there are some reporters from whom you’d like to score coverage, be sure to do your homework on them before sending them your release. Read their articles; watch/listen to their broadcasts. And let them know you’re doing it. Send them a note complementing their work; they’ll remember your name. And if a reporter knows who you are, she/he is far more likely to read what you send her/him.

To help you out, we’ve created a customizable Swiss cheese press release with “holes” that you can fill in with relevant information. This becomes a press release that you can use to announce your NAHM activities. [Download the press release template here](Word document download).

Contacting Your Local Media Outlets

- Become familiar with your local media outlets – newspapers and their websites, TV and radio, public broadcasting stations, blogs, community newsletters, listservs, and membership organizations and their websites. Find out if these outlets have a specific desk for covering the arts, or if arts coverage falls under the Metro desk.
• Create a media list including each reporter’s name, e-mail address, and phone number. Individually reach out to reporters with the press release.

• Make follow-up phone calls to the reporters. Be prepared to pitch the story, emphasizing the important information in your press release and what makes your local event unique, and offer interviews.

Media Interviews

While every interview is unique, the basic skills required to do the interview are the same:

• Never wing it. The fundamentals always come down to preparation. Whether you work with a professional coach or prefer to go it alone, invest time and effort in media training and rehearsals.

• Don’t offer information “off the record.” Everything you say is “on the record” and can be used by the reporter. From the moment the reporter walks into the room or calls you on the phone, you are “on.” Be friendly, but be aware that anything you say to a reporter can be quoted, even if the cameras or recorders are not running.

• Never say “No comment.” By itself, “no comment” is the clearest way of saying you don’t want to talk about something. As a result, reporters instinctively will want to pursue this item even more.

• Never speculate. If a reporter asks you a hypothetical question, don’t offer conjecture. If you don’t know the answer to a question, say so. Then tell the reporter that someone will get back to him/her with an answer right away. Be sure to follow through on that promise.

• Don’t keep talking unnecessarily. Do not feel that you have to fill silence; that is the interviewer’s job. Once you have answered the question, stop and wait for the next question.

• Enjoy yourself. No, seriously! When you’re confident, it’ll show. Give reporters what they want—access, good quotes, and reliable information—and you’ll be accessing opportunities for yourself and your organization to tell the world about your story.

For more information, e-mail press@artsusa.org or call 202.371.2830.