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| 1. Save the file as “***My Press Release***” in the Chapter 6 folder. 2. Create a new recipient list named “***PR List***” and enter the following two recipients. Save the list in the default location.   1. ***Georgia McCall, Marketing Director, North America***  2. ***Howie Cadell, Marketing Coordinator, Europe***   1. Insert the fields from the **PR List** as indicated below. 2. Create a new property field “***PR Date***” with “***July 1, 2019”*** as the value, and insert the field where indicated in the document. Save your changes. 3. Save the document as a template in the Chapter 6 folder as “***PR Template***”. Close the file and continue working on the Final Challenge. |

To: **[First Name] [Last Name], [Title]**

**[Region]**

FOR IMMEDIATE RELEASE

**[PR Date]**

Media Contact:  
Jonathan Perfington  
President and Managing Director, North America

**Modern Events Space and Meeting Room**

**in Bernal Heights, San Francisco**

*Newly remodeled conference room available at The Landon Hotel San Francisco for meetings seating 35 and special gatherings standing up to 70 guests.*

San Francisco, CA. Event planners, meeting organizers, and organization leaders who need a welcoming, professional, beautifully designed off-site place to host meetings and events in San Francisco have a new solution. The Landon Hotel, in Bernal Heights San Francisco has a modern-designed events and meeting room available for informal and formal gatherings.

The events and meeting room is reserved for meetings of up to 35 people and is available for special events and informal gatherings of up to 70 guests. The room has amenities including Wi-Fi and wired Ethernet, and Epson projector and large LCD monitor, available whiteboards, easels and full access to the hotel’s on-site business center with a laser printer and office supplies. The San Francisco meeting space is strategically designed to be stylish yet comfortable. What sets the space apart even further is getting the space plus luxury concierge service.

“Spending decades working directly with event directors, I know how important an events or meeting space is to set the right tone for an event,” says Jonathan Perfington, President and Managing Director, North America. “When we created the Landon Hotel in San Francisco, it was a priority to make sure we designed the events space in Bernal Heights to be chic, professional and intimate. Since I personally know how much work it is to plan meetings and events, we also include our luxury concierge service to all meeting room reservations to help international, national and local event planners so they make their events as successful as possible.”

Event planners and meeting organizers looking to host an event in a quaint neighborhood book the events room of the modern-themed, Landon Hotel in San Francisco. The hotel has 40 rooms so out-of-town visitors can also stay at the hotel for multiple-day events. Bernal Heights is south of San Francisco's Mission District. The quiet, residential neighborhood has restaurants, stores, groceries, cafes and bars within walking distance.

To book your next meeting or event at the events and meeting room at the Landon Hotel San Francisco, visit [www.landonhotel.com](http://www.landonhotel.com) or call 555-555-5555.

**About The Landon Hotel San Francisco­­­­**

Nestled between a yoga studio and a bakery, on a quaint street in a community-centered neighborhood, is the 40-room, modern-themed, Landon Hotel in Bernal Heights, San Francisco.

The hotel houses visitors from around the world and is booked for meetings and events seating up to 35 and hosting up to 70 for informal gatherings. No one can leave the hotel untouched by a sense of community. Visitors feel at home in the neighborhood in this upscale, not uppity - and refined, not pretentious San Francisco hotel. More at [www.landonhotel.com](http://www.landonhotel.com)

**About The Landon Hotel**

The Landon Hotel was founded in 1952, by Arthur Landon, an English businessman who had spent the better part of his early career traveling the world. Mr. Landon was inspired to create hotels that exuded more of the local flavor while also having the exquisiteness and luxury found in the premier international hotels. He renovated an historical apartment building in the West End neighborhood of London and The Landon was born.

The Landon Hotels offer luxurious modern comforts and conveniences backed by warm, sincere customer service, where guests were treated as friends. The Landon Hotels are located in 20 countries and 400 neighborhoods around the world. Each Landon Hotel reflects the color, flavor, and personality of the local neighborhood, giving visitors an authentic travel experience that honors the history and culture of the region. More at [www.landonhotel.com](http://www.landonhotel.com)