**For IMMEDIATE RELEASE**

**(NAME) to Assume (TITLE) Responsibilities at (CLUB NAME)**

**Contact:**  
(Name)

(Email)

(Telephone Number)

**(City, State)** – The (CLUB NAME) is pleased to announce that it has hired (NAME) to assume the duties of (TITLE). (NAME) will begin in this capacity on (DATE), and the members of the (CLUB) look forward to a successful relationship.

(NAME) is responsible for the efficient overall operations of the (CLUB), which features (LIST DETAILS SUCH AS NUMBER OF EMPLOYEES, NUMBER OF DINING ROOMS, BANQUET SERVICE, GOLF COURSE, AQUATICS PROGRAM, ETC.). (NAME) will uphold the traditions and standards that the (NUMBER OF MEMBERS) members at (CLUB) have come to expect.

(NAME) has gained valuable experience, having worked in the club industry for more than (NUMBER) years. Most recently, (NAME) was the (Title) of (CLUB) in (CITY, STATE). He/she has also worked at (PREVIOUS POSITIONS).

(NAME) is a graduate of (SCHOOL), where (HE/SHE) earned a (DEGREE) in (SUBJECT). (NAME) is a Certified Club Manager (CCM) and has been a member of the [Club Management Association of America (CMAA)](http://www.cmaa.org) for (# OF YEARS). (NAME) assumed his/her new position effective (DATE) and plans to move to the area and become an active member of the community.

**About (Your Club)**

**(Insert a brief section here about your club, its founding date, and its role in your local community.)**