Free Press Pass Template

A blank wallet card, a lanyard badge and a letter of assignment you can edit and print.

What's inside

- Page 2. Wallet card, front and back, at the standard ID card size of 3.375 by 2.125 inches.
- Page 3. Lanyard badge, front and back, at 3 by 4 inches, which fits a standard badge holder.
- Page 4. Letter of assignment. Your editor or client fills it in and signs it. Never sign it for them.

How to use it

1. Replace every word in [brackets] with your own details. Delete any line you do not need.
2. Add your photo in the gray box. In Word, click the box, then Insert, Pictures. In Google Docs, use Insert, Image.
3. Print at 100 percent or Actual size, not Fit to page, so the card stays the right size.
4. Use heavy card stock, then cut along the outer border. Laminate it or slide it into a clear holder.
5. Keep it truthful. Only list an outlet you really work or write for, and only a contact who will confirm it.

Template terms

Blank design template from Media List. Not an official or government ID, not a credential, license or proof of employment, and it grants no access anywhere. Nobody has checked the details you type in. You alone are responsible for what you put on it, how you use it, and for following the laws where you work. Never make it look like a police, government or emergency services ID.

By using this template you agree that everything you put on it is true, that you only name an outlet you really work or write for, and that you will not use it to pretend to be anyone else or to get in anywhere you are not allowed.

Event organizers, venues, leagues and press offices decide who gets access, usually from your published work and a letter from your editor. A card you make yourself shows what you typed on it, nothing more.

Want your published work checked and a pass with a live QR verification page, your photo laid out and 4 card styles? See the Media List Press Pass at medialist.com/press-pass.

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Wallet card

Standard ID card size, 3.375 by 2.125 inches. Cut on the outer line.

FRONT

PRESS [Your outlet or publication]

Your photo
Click here, then Insert, Picture

[Full Name]

ROLE **[Reporter, Photographer, Editor]**
OUTLET **[Publication name]**
CONTACT **[email or phone]**
DATES **[Valid for this assignment]**

Self-made. Not an official or government ID.

BACK

About this card

EDITOR OR ASSIGNING CONTACT **[Name, email, phone]**
OUTLET WEBSITE **[yourpublication.com]**
AUTHOR PAGE **[link to your published work]**
ASSIGNMENT **[Event, date, story]**

Self-made card. Not an official or government ID and not a credential. Grants no access. The holder alone is responsible for its use.

Tip. Print the front and back, glue them back to back, then laminate. Or print two copies and keep one as a spare.

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Lanyard badge

3 by 4 inches, portrait, fits a standard clear badge holder.

FRONT

BACK

PRESS

Your photo

Insert a head and shoulders photo here

[Full Name]

[Role]

[Outlet or publication]

[Event name and dates]

Self-made. Not an official or government ID.

About this badge

EDITOR OR ASSIGNING CONTACT **[Name, email, phone]**

OUTLET WEBSITE **[yourpublication.com]**

AUTHOR PAGE **[link to your published work]**

ASSIGNMENT **[Story or segment]**

EMERGENCY CONTACT **[Name, phone]**

Self-made card. Not an official or government ID and not a credential. Grants no access. The holder alone is responsible for its use.

Tip. Many events hand out their own badge at check in. Wear theirs where they ask you to.

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[Outlet or client name]

[Street address, City, State ZIP] [Website] [Phone]

[Date]

[Name of the press or media contact]
[Event or organization name]

Letter of assignment

To whom it may concern,

[Full Name] is on assignment for [Outlet or client name] to cover [event name] on [date or dates] at [venue or city]. They will produce [an article, photos, a video, a podcast episode] for [section, show or channel], which we expect to publish on or around [publication date].

Please consider [Full Name] for [media access, a press credential, a photo position, an interview slot] for this event. You can see their recent work at [link to author page or portfolio].

If you have any questions, contact me directly at [email] or [phone].

Sincerely,

_____

Editor's or client's signature

[Editor or client name], [Title]
[Outlet or client name] [email] [phone]

For the editor or client. Fill this in and sign it yourself, on your letterhead if you have one, only when you really assigned this person and will confirm it if the event calls. A writer must never sign it for you or use your name. Delete this box before you send it.

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