Worked example - a fictional organisation. Replace every detail with your own.

Riverside Community Cafe

A volunteer-run cafe serving the Anytown community since 2019

At a glance

Founded	2019	**Location**	12 Example Street, Anytown
Opening hours	Mon - Sat, 9:00 - 16:00	**Team**	3 staff, 25 volunteers
Website	www.example.org	**Contact**	hello@example.org

Key facts

- More than 500 customers each week
- All profits fund free community lunches
- Fresh food baked on site every morning
- Step-free access and a quiet hour on Wednesdays
- Open to everyone, with no need to book
- Free tea and coffee for volunteers

About us

Riverside Community Cafe opened in 2019 in a former library.

We are run mainly by local volunteers, and any profit pays for free weekly lunches.

We also host a craft club and a monthly repair cafe.

Press and media contact
Alex Morgan, Cafe Manager - media@example.org - 01632 960123

Last updated 16/11/2026

How to use this template

A fact sheet gives readers the essential facts about a product, event, service or organisation on one page. Journalists, customers and partners use them to check details quickly.

1. **Lead with a one-line description.** Say what it is in plain words.
2. **Add the at-a-glance facts.** Dates, places, contacts and other details people look for first.
3. **List four to six key facts.** Use numbers where you can, and make sure each can be checked.
4. **Write a short summary.** Three or four sentences are enough.
5. **Add a contact and the date.** Update the sheet whenever facts change.