



EVENT ANNOUNCEMENT WORKSHEET

Good event promotion begins with complete information. Use the prompts below to help craft a message to promote your events. You'll find tips and samples for PSAs (Public Service Announcements), Calendar announcements and Press Releases on the Broadband Leader Dashboard.

WHO?

The _____ Broadband chapter of Great Old Broads for Wilderness

WHAT?

i.e.: A Lecture on Climate Change

WHEN?

i.e.: Tuesday, November 17, 6 pm

WHERE?

i.e.: Community Center, 123 Main, Anytown, CO

WHY?

i.e.: To discuss the importance of ...

HOW?

i.e.: To get involved, learn more, etc., contact:

The _____ invites you to _____

WHO?

WHAT?

on _____ at _____, _____ to

DATE?

TIME?

LOCATION ADDRESS?

WHY?

For more information or to RSVP, contact _____

HOW?