



## EVENT ANNOUNCEMENT WORKSHEET

Good event promotion begins with complete information. Use the prompts below to help craft a message to promote your events. Tips and samples for PSAs (Public Service Announcements or Calendar Announcements) and Press Releases are available on the Broadband Leader Dashboard page of the website.

**WHO?** (The \_\_\_\_\_ Broadband chapter of Great Old Broads for Wilderness)

**WHAT?** (ie: A Lecture on Climate Change)

**WHEN?** (ie: Tuesday, November 17, 6 pm)

**WHERE?** (ie: Community Center, 123 Main, Anytown, CO)

**WHY?** (ie: To discuss the role of public lands...)

**HOW?** (ie: To get involved, learn more, etc., contact:)

The \_\_\_\_\_ invites you to \_\_\_\_\_  
**WHO?** **WHAT?**

on \_\_\_\_\_ at \_\_\_\_\_, \_\_\_\_\_  
**DATE?** **TIME?** **LOCATION ADDRESS?**

to \_\_\_\_\_  
**WHY?**

For more information or to RSVP, contact \_\_\_\_\_  
**HOW?**