

Bulletin Board Announcement

Who: (Name of sponsoring organization, unit, and activity. Who can participate, if different from above)

What: (Event/announcement What is happening)

When: (Date and time. When do people need to show up? Also, is there an RSVP or registration deadline?)

Where: (Building name and number. Street address)

Why: (Why the event is occurring)

How: (Additional details. For example: dress, admission, length of event, what to bring...Everything someone would want to know. ANY ADDITIONAL DETAILS YOU CAN THINK OF)

Name:

Organization:

Phone: