

Event Title

Date or dates

Start Time and End Time

Venue

Audience (who is the event aimed at?)

**Paragraph about the event**

No more than two or three sentences that states what the event is, who it’s for, and why they should attend.

Write to capture the imagination and make sure that it’s easy, and quick, to read

Include a striking image that illustrates your event if you have one

**Further information:**

Venue address, parking, transport, accessibility

Who to contact for more information, including telephone and email details

Your website