TITLE OF YOUR EVENT



Event Subtitle/Description

Please make your images ACCESSIBLE! Click the image and then go to the INSERT tab in the ribbon. Choose PICTURES and insert your image. Once you insert your image, RIGHT CLICK the picture and choose FORMAT PICTURE. In the section for layout and properties, choose Alt-Text and fill in a description of the image under DESCRIPTION.

Event Date and Time
**Venue Name**
**Web Site, Email**

