

Organization Name

Address

Phone & Fax

PUBLIC SERVICE ANNOUNCEMENT

Program: Sample Event
Section: Type of Event: Family, sports, etc.
Day/Date: Day of Week + Date (include year)
Time: Time (include a.m. or p.m.)
Cost: In dollars - possibly Canadian (include fee increases)
Location: Facility + Address

Event Description:

2-5 clearly written sentences describing the event.

Date Reported: Date Sent
Contact: Name of person to contact regarding event
Title: Contact's Title
E-mail: Contact's e-mail - include other contact information if different from above

For More information:

If applicable, possible information would include website for event, artist, directions, etc.