

ABATE OF OHIO, INC.
SAMPLE EVENT FLYER

WHAT



ARTWORK

WHO

WHEN

PRICE

WHERE



DETAILS
DETAILS
DETAILS



DIRECTIONS

ARTWORK



Contact:

John Doe: 123-456-7890

Jane Doe: 098-765-4321

DISCLAIMER

ABATE OF OHIO, INC.
SAMPLE EVENT FLYER

Characteristics:

1. Category: Event.
2. Established by: Bylaws Article IV: Events; Section 1: Event Requirements (All Levels).
3. Purpose: To illustrate the requirements for an event flyer.
4. Audience: Event committees.
5. Required? No.

Directions:

1. What – name of sanctioned event.
2. Who – “ABATE of Ohio, Inc.” plus region and county identifications as needed.
3. When – date and starting time of the event. Provide ending time if known.
4. Where – location of the starting point of the event. Provide address and business name if applicable.
5. Price – cost to participate. List any differing cost of participation by specific category.
6. Details – list of reasons people would want to attend including: entertainment, drawings, raffles, prizes, contests, special events, benefactors, etc.

7. Directions – to the starting point. Use a map if necessary.
8. Contact – name and phone number of person or people for more information on event.
9. Disclaimer – any required disclaimer from ABATE or required logos for insurance, sponsors, benefactors, etc.
10. Artwork – photos, drawings, logos, etc. used to decorate the flyer.

Special Cases:

1. Flyer may need to be published in either full-color or gray-scale, plan accordingly.
2. Because of the number of events occurring at any one time, this needs done as soon as possible in the planning process.
3. Remember, this is the advertisement for your event, give people a reason to attend over other events going on at the same time.

Handling:

1. Send to: Appropriate level board.