

Checklist for Flyers, Forms and Publicity for MESF Events

Flyer content (and info for Murdock Weekly/email) should include the following:

- Name of event
- Day and Date of event
- Time (if applicable, include start and end time)
- Location (with address/phone if not at Murdock)
- Who (if applicable) (ex: "daughters", K-2, etc.)
- Brief description of event. Please also indicate somehow that this is a MESF sponsored event.
- Cost
- Deadline for \$\$\$ or orders to be turned in.
- "Please make checks payable to MESF" if there is no form to be sent back in.
- Contact name and phone # if people have questions (or to volunteer if applicable)

If your flyer includes a form, please include the following:

- Line for Child's Name
- Lines for Teacher's name and grade level
- Number of items at \$___ per item and total \$
- Deadline for \$\$\$ to be turned in (day and date)
- If something is to come back to the parent (ex: coupon book, raffle tickets, etc.) tell how will it be delivered. (backpack? picked up at school?)
- At the bottom: "Please make checks payable to MESF"

GENERAL:

- Please check your communications calendar and/or event packet for deadlines and upcoming events.
- Flyer and the associated form should be contained to one single sided page. If you can do a half page flyer and cut the paper in half, even better.
- Articles will run in the Murdock Weekly for two consecutive weeks prior to your event.
- Your event will be listed on the Murdock Marquee the week of the event.
- If you need assistance creating a flyer or form, please contact Lisa Hatch (lisa@hatchlings.net) at least 1 week prior to submission date with all information listed above.
- After flyer review and approval, you can create posters (if needed) and hang them up at your discretion. Please include the information that is used on the flyer.