**How to use:**

Determine which template you want to use (scroll down for all 4 options).

On the pages you don’t want to use, left-click in the far left margin (it will select all the content on that particular page). Hit the “Delete” button.

To replace any text, click on it, highlight text, and start typing.

To replace any photo, right-click it and then select “Change Picture”.

To not include section, select it and then hit the “Delete” button.



**For more information, please contact:**

**[Insert Name and phone/email]**

**[Event**

**Title]**

**[Date, Time]**

**[Campus]**

**[Building & Room #]**

**· Bullet points**

**· Bullet points**

**· Bullet points**

**· Bullet points**

**· Bullet points**

**· Bullet points**

**[Tag line or call out]**

[Insert event description]



**[Event Title]**

**When**

**[Date, Time]**

**Where**

**[Campus]**

**[Building & Room #]**

**What’s   
Happening:**

**[and here]**

**[Highlight of event]**

**[and here]**

**[ex. Sponsored by]**

**[and here]**

**[ex. What to bring]**

**[and here]**

**[more info here]**

**For more information, please contact:  
[Insert name and**

**phone/email]**



**[Tag line or call out]**

**Descriptive text leading into bullet points:**

**· Bullet points**

**· Bullet points**

**· Bullet points**

**· Bullet points**

**[Event Title]**

**[Date, Time]**

**[Campus]**

**[Building & Room #]**

[Insert event description]

**For more information, please contact:**

**[Insert Name and phone/email]**



**[Event Title]**

**[Date, Time]  
[Campus, Building & Room #]**

**For more information, please contact:** [Insert name and phone/email]

[Insert description of event]