**Workshop/Event   
Contact Information**

Contact Person

(408) 453-1234

Contact\_Person@sccoe.org

**Registration Information**

Name:

School:

District:

Address:

City, State Zip:

# Description: 24278.JPG

**SCCOE logo - Horiz RGB**

**SCCOE logo - Horiz RGB**

1290 Ridder Park Drive

San Jose, CA 95131-2304

www.sccoe.org

**DATE**

**TIME**

**LOCATION**

**One-line subtitle that briefly explains what the event is is about**

**Workshop/Event Announcement**

Professional Development Workshop for Districts and Schools

Presenter

Title



###### Topics

###### Introduction

Try to make your text brief and to the point. You want to convey essential information, but it is counterproductive to crowd text onto the page.

If your information lends itself to it, use bullets.

• They are a tidy way to convey information

• They are easily read

• Bullet text style will automatically flow and indent without having to insert tab and spaces.



###### Main Topic 1

It’s important not to use large blocks of text, which can be difficult to read. Break up your information into chunks (separated by subheads), and short paragraphs.

It’s fine to use graphic devices like the photo at left; but it’s best to use one dominant piece of art per page; anything else should be secondary. And don’t get carried away—a lot of artwork on the page tends to be distracting.

###### Main Topic 2

It’s important not to use large blocks of text, which can be difficult to read. Break up your information into chunks, separated by subheads

• Bullet text style will automatically flow and indent without having to insert tab and spaces.

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###### Expectations

Make sure your text covers the essentials. It’s often helpful to answer these questions in your flier: what, when, where, why, and how much.

###### Final Outcome

You are not obligated to fill up every square inch of the page. If there is more information to be obtained, be sure to let the reader know how to obtain it. And it’s always important to include a phone number, e-mail address, and web URL (if possible) for further information.

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Name:

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Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_