

## To Create an Ad

Your ad should have the following information:

- + Name of the Event
- + Name of Group or Organization that is Hosting the Event
- + Name of Group or Organization that is Sponsoring the Event
- + Date and Time of the Event
- + Location of the Event
  - o Name of the Place or Building if applicable
  - o Street Address
  - o City
- + Registration or Ticket cost per person
- + Where can Registration Forms or Tickets be picked up or purchased
- + Make sure you state in full detail what the public receives when they register or buy tickets for the event
- + Where to obtain additional information
- + Market and promote the event and you will have people come

### Example Ad 1:

Ham & Scalloped Potatoes Dinner - \$5.00 per person held at Organization Hall Name.

### Example Ad 2:

## **Ham & Scalloped Potatoes Dinner Organization Name**

Name of Hosting Group or Organization

Name of Group or Organization that is Sponsoring the Event (if applicable)

Date:

Time:

Organization Hall

Street Number and Name

St. Thomas, Ontario

Tickets \$5.00 per person

Roast Ham and Scalloped Potatoes Dinner, including mixed vegetables, salad or coleslaw, pickles, dinner roll with butter, desert (cake, pie or jello), tea or coffee. Meal Served in Cafeteria style. You can Dine in or take-out for \$5.00 per person.

Tickets can be picked-up at the Organization Hall or at a designated location.

For additional information, call 519.633.3333

**Which ad would you prefer to respond to?**