

[EVENT TITLE GOES HERE]

[Announcement subtitle, Department or Center affiliation, etc. will go here]

[Add a description for your announcement. Try to keep the length of the description under 75 words whenever possible. Think about the audience and the purpose of the event.

Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.

ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua.]

|  |
| --- |
| [Jan. 1, 202011:30 a.m. - 12:30 p.m. ESTNesbitt Hall, Room X or Online][RSVP: Provide link, QR code or contact][Please RSVP by Jan. 1, 2020.]*\*To shorten link, use* [*bitly.com*](https://bitly.com/) *(free tool)\** |



**Drexel Dornsife School of Public Health,**

**Nesbitt Hall, 3215 Market St., Philadelphia, PA, 19104**

PLEASE REVIEW GUIDELINES:

* Note this template is for print and for the website NOT the Nesbitt Hall screen ads – that template is available [here](https://drexel.edu/dornsife/news/marketing-requests/).
* Please do not change the font, font-size or change the general layout of the template.
* Refrain from adding bold and italics to text to maintain consistent style.
* When adding text, highlight the existing text, then paste your new text to retain formatting. Paste in unformatted text to reduce formatting issues.
* When adding a photo, do not drag your photo into the document, instead right-click on the existing photo, and choose “Change picture” to retain formatting.
* When submitting, send the filled-out word template file ONLY (delete this page), the Marketing Communications Team will share this template as a PDF.
* Include the date in the file name, for example: “01-01-2020-name-of-event.doc”