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**DATE:**

**TIME:**

**LOCATION:**

**For more info:**

**Questions? Contact**:

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**Hastings PTA Style Guide – Black & White Flyer**

1. Event name should be in all capital letters.
2. Event date should include the day of the week.
3. The location should include the specific area at the school where the event takes place, if applicable.
4. Include the URL for your committee or event’s webpage on the Hastings PTA website ([www.hastings-pto.org](http://www.hastings-pto.org)). Reach out to website@hastings-pto.org prior to distributing your flyer if you wish to add additional content to your page.
5. Include the email address for your committee – not your personal email address, example: event@hastings-pto.org

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**HASTINGS MULTICULTURAL POTLUCK**

**DATE:** Monday, March 3

**TIME:** 6:30pm – 8:30pm

**LOCATION:** Hastings Cafeteria

The Multicultural Potluck is one of Hastings most beloved events. It’s a chance for families to get to know each other and learn about the many cultural backgrounds that make up our school community. Bring a dish that represents your culture and heritage, or just bring something to share!

**For more info:** <http://www.hastings-pto.org/potluck>

**Questions? Contact**: potluck@hastings-pto.org

**EXAMPLE ONLY**

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