ALL CLASS FLYER FORM PREPARATION SUGGESTIONS
June 2013

Your name:

Your phone #(s):

Your email address:

Days & Dates of the Class/Lectures:

Time of the Class/Lectures:

Building/Room # of the Class/Lectures:

Any special materials or pre-class reading, websites of interest, etc.:

Class costs – please update if this class requires special pricing
Members: $5 for one session; $10 for a two-session class
Guests: $7.50 for one session; $15 for a two-session class

Deadline date for registration [Barb will assign a date 10-14 days before the first session, unless you have a specific date preference].

Name of the speaker:
(Please print clearly. Include a title if applicable, e.g. Dr., Professor...)

Title of the Class/Lecture
(or at least a suggestion)
(ALL CLASS FLYER FOR PREPARATION SUGGESTIONS Con’t.)

If the class/lecture takes place over two days, please have the speaker provide a rough idea of what will be covered in each of the sessions:

Session 1:

Session 2:

Brief bio of the speaker (or describe why the speaker is an “expert” on the subject, or indicate if there is a website with this info):

Brief description of why this class/lecture will be of interest to A.L.L. members. What can we expect to learn? Why is it important, useful, interesting, etc.

Other instructions for this flyer:

Please forward this info to Barbara Leable, bleable@gmail.com
Questions/suggestions/updates: call Barb @ (262) 552-9378

Barb will prepare a first draft and send back to you for any and all corrections/suggestions you would like made. When the flyer is “finished” Barb will send you a final copy and forward one to Marylee Unrath so one fresh set of eyes can review before publication; Marylee will also forward a final copy to Vanessa for printing, and to Jarlene to be posted on the A.L.L. website.