**CLASS FLYER FORM PREPARATION SUGGESTION**

Your name: Phone #(s): Email address:

Days & Dates of the Class/Lectures: Time - Class/Lectures:

Building/Room #: Special materials or pre-class reading, websites of interest:

Class costs: Members: $5 per session. Guests: $10.00 per session. Any additional special pricing required?

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. Title, e.g. Dr., Professor.

Title of the Class/Lecture or at least a suggestion:

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). Be sure to email Barb a photo of the speaker: a nice headshot, minimal background.

Brief description of why this class/lecture will be of interest to ALL members. What can we expect to learn? Why is it important, useful, interesting, etc. [This is very valuable in helping Barb design a flyer for you.]

Other instructions for this flyer:

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

Barb will prepare a first draft, send it back to you for any and all corrections/suggestions you would like made. It is always a good idea to have your class presenter take a look at the final flyer as well. When “finished” Barb will send a final copy to Darleen Chiappetta so one fresh set of eyes can review before publication.

Darleen Chiappetta will forward the final copy to MerriLee. MerriLee will then forward a final copy to Vanessa for printing and to Jarlene to be posted on the ALL website.

5/2015