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## Things to consider when creating and submitting event flyers

- **What is the event?**
  - State interesting points.
  - Add graphic (ex: from the theater's advertising)
- **When is the event?**
  - Date and time?
- **Where is the event?**
  - What is the location? (webmaster will post directions link)
  - Available parking?
  - Meeting arrangements.
- **Cost**
  - What included in cost? (ex: "lunch on your own" )
  - Time payment schedule, if applicable.
  - "Make check out to..." and "Send check to..."
  - State "Ullr Cancellation Policy Applies"
- Are there pre- and/or post- activities?
- Maximum number of reservations, if applicable
- Cut-off date for sign-ups?
- *May state when promoting event: any changes in cost if not enough sign-up and group rate doesn't apply, or lower cost if more sign-up. (not stated on flyer)*
- Chair(s) contact information
  - Name
  - email address
  - phone numbers (home/landline, cell)

Send flyer to [Webmaster@ullr.org](mailto:Webmaster@ullr.org) and [Nullr@ullr.org](mailto:Nullr@ullr.org)

**Flyer must be approved by the Board before promoting and posting**

Send post-event article to [Nullr@ullr.org](mailto:Nullr@ullr.org) with pictures