Worked example - a fictional event. Replace every detail with your own.

Event flyer

AUTUMN BAKE SALE

Home-baked cakes, hot drinks and a book stall - all in aid of Anytown Village Hall

Big message
COFFEE MORNING
Cakes, tea and a chat for everyone

When	Saturday 21 November 2026, 10am - 2pm
Where	Anytown Village Hall, 12 Example Street, AB1 2CD
Cost	Free entry. Cakes from 50p
More details	Call Jo on 07700 900456 or email jo@example.com

- Everyone welcome - bring the family
- All money raised goes to hall repairs
- Cake donations welcome from 9am

See you there