Example Meeting Announcement
In this example, substitute the information that is in red with your own group's information.

Announcement

A support groups for parents of children with learning disabilities is now being formed. The format of the group will be educational/support with a speaker or specific topic for each meeting. The details of the meeting are:

Date: Third Tuesday of each month

Time: 7:30 p.m.

Place: Classroom #2 -- Southland Church

Address: 5555 W. Southland Blvd.

Format: Speaker and Parent Discussion

Contact: Marsha Wright at 555-5555

The speaker at the first meeting will be James Spenser talking about initial referrals for special education services.

We would appreciate your referrals to this group. If you or anyone would like more information about the group, please call Marsha Wright at (214) 555-5555.

A map with detailed directions is provided below, so you may copy this notice for all interested parties. We would also appreciate your posting this announcement on all appropriate bulletin boards.
Thank you so much for your cooperation. With your help we will be able to reach many more people.

Sketch of map

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