

STEP 1: CREATE INFO FLYER

Use simple language and an easy to read format (lots of white space) that will copy clearly in black and white (avoid shading and blurry graphics). See "Guidelines" for more tips.

Remember to be short and highlight fun stuff (i.e. food, raffle, prizes).
Avoid jargon language and expressions – this will make it easier for our non-native English speakers to understand and translate for families.

STEP 2: TRANSLATE

Once you have completed the flyer, send it to Maria Rucks (mjrucks@hotmail.com) who will ensure that it is translated. Send it 7 days in advance is ideal!

STEP 3: DISTRIBUTE - See below for ideas

Create a Buzz...

Get the Word Out!

