**1. Fill in your event details in the light blue boxes. 2. Select each box, click the Format tab -> Shape Fill then select ‘No fill’. 3. Delete this box, save, and you are ready to print!**



**[Organiser name and contact]**

**[Include details! Fancy dress?]**

**[Date and timings]**

**[Your event’s location]**

**[Event name]**

**1. Fill in all your event details in the light blue boxes. 2. Select each box, click the Format tab -> Shape Fill then select ‘No fill’. 3. Delete this box, save, and you are ready to print!**



**[Contact details]**

**[Location]**

**[Event description]**

**[Date and time]**

**[Event name]**