

[EVENT TITLE GOES HERE]

[Announcement subtitle, Department or Center affiliation, etc. will go here]

[Add a description for your announcement. Try to keep the length of the description under 75 words whenever possible. Think about the audience and the purpose of the event.

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| [Jan. 1, 2020  11:30 a.m. - 12:30 p.m. EST  Nesbitt Hall, Room X  or Online]  [RSVP: Provide link, QR code or contact]  [Please RSVP by Jan. 1, 2020.]  *\*To shorten link, use* [*bitly.com*](https://bitly.com/) *(free tool)\** |



**Drexel Dornsife School of Public Health,**

**A close up of a sign

Description automatically generatedNesbitt Hall, 3215 Market St., Philadelphia, PA, 19104**

PLEASE REVIEW GUIDELINES:

* Note this template is for print and for the website NOT the Nesbitt Hall screen ads – that template is available [here](https://drexel.edu/dornsife/news/marketing-requests/).
* Please do not change the font, font-size or change the general layout of the template.
* Refrain from adding bold and italics to text to maintain consistent style.
* When adding text, highlight the existing text, then paste your new text to retain formatting. Paste in unformatted text to reduce formatting issues.
* When adding a photo, do not drag your photo into the document, instead right-click on the existing photo, and choose “Change picture” to retain formatting.
* When submitting, send the filled-out word template file ONLY (delete this page), the Marketing Communications Team will share this template as a PDF.
* Include the date in the file name, for example: “01-01-2020-name-of-event.doc”