**KOPSC Activity Ad Template**

Updated March 9, 2021

Directions:

1. Fill in the highlighted sections of the table below with the details of your event *(example provided on page 2)*
2. Delete these directions and page 2 example
3. Save the file with a file name that clearly indicates the topic of the article (e.g., Jim Thorpe hike, August Dine-Around, Wine Tasting)
4. Email this file to both [AnnLDavis@comcast.net](mailto:AnnLDavis@comcast.net) and [hyungp@gmail.com](mailto:hyungp@gmail.com)

Thank you!

Suggested Headline

|  |  |
| --- | --- |
| Paragraph to describe/tease the event | |
| When: | Time, day, date  (Example: 10:00 AM, Friday, May 10th) |
| Where: | Name of location  Address of location, including township |
| Cost: | $XX (note if cost is different cost for non-members; see below for details on adjustments for credit card payment) |
| Deadline: | (date; if not applicable, delete this row) |
| Limit: | (number of attendees; if no limit, delete this row) |
| Extra details, if any, in short paragraph. These may include directions, full agenda, link to website for event/venue, etc. Note if you will be providing a group registration/release form (common for events such as hikes, bike rides). | |
| To register, request information for payment by check, or to inquire about the activity, RSVP to:  Activity leader’s name  <https://www.kingofprussiaskiclub.com/activity-info>  *(If event is eligible for credit card payment [consult Hyung Park], cost should include fees 2.9% + $0.35 and rounded up. This text should be included in ad:)*  To register by credit card/PayPal, go to: [www.kingofprussiaskiclub.com/store](http://www.kingofprussiaskiclub.com/store) and click on the link to this event.  Signed registration/release form will need to be provided to (event leader), unless group registration/release form is being provided at event. For registration/release form, go to:  <https://www.kingofprussiaskiclub.com/forms>. | |
|  | |

**Example of correctly completed template:**

A Taste of Chocolate

|  |  |
| --- | --- |
| Calling all chocolate lovers! Join KOPSC on Thursday, Feb 21st for a sweet night of chocolate tasting at Sweet Ashley’s in Royersford! Connie from Sweet Ashley’s will explain the difference between chocolate brands and provide palate-cleansing crackers and water. We’ll also have wine available to complement the chocolate. | |
| When: | 7:15 PM, Thursday, February 21st |
| Where: | Sweet Ashley’s  70 Buckwalter Rd, Unit 508  Royersford  (just off the Royersford exit of 422 West) |
| Cost: | $32 for members, $35 for non-members |
| Deadline: | Tuesday, Feb. 19th |
| Limit: | 20 people |
| The tasting will last 60–90 minutes, and you’ll be able to purchase any chocolate that you cannot leave without! (No obligation!) | |
| To register, request information for payment by check, or to inquire about the activity, RSVP to:  Jane Doe  <https://www.kingofprussiaskiclub.com/activity-info>  To register by credit card/PayPal, go to:  [www.kingofprussiaskiclub.com/store](http://www.kingofprussiaskiclub.com/store) and click on the link to this event.  Signed registration/release form will need to be provided separately to Jane.  For registration/release forms, go to: <https://www.kingofprussiaskiclub.com/forms>. | |