

Kaneland McDole Elementary School PTO

How to Write a Flyer

Please Note: Flyers should be written several weeks before an event so that there is ample time to make announcements at PTO meetings, on Konnect, in the PTO newsletter and to send e-mail blasts.

Every e-mail blast should include event details:

- Name of event - description of event- who the event is for
 - Date
 - Time
 - Location
 - When \$ or information is due to school
 - Who to make check out to
 - Who to contact with questions (name, email and phone number)
1. All forms should be easy to read and if you include a section for adding up monies, make it easy to read and easy to tally. For example all written in amounts should be lined up vertically. If you have to add up several amounts, please include a “total” line.
 2. **If applicable, also include wording such as “all sales final”, “no refunds or exchanges will be provided” and late orders/payments will not be accepted.**
 3. There should be easy and large write in blanks for students name, teacher, grade and parent name if applicable. Add reminders to print clearly.
 4. **VERY IMPORTANT!**: your tally date should be at least a week from your due date to avoid any further problems with late payments, late orders, miscellaneous questions and situations.

