

**WAL Workshop/Class Information**

	A	B	C	D	E	F	G	H	I	J	K	L	
1	<b>EVENT DATE(S)</b>		<b>RECURRING</b>		<b>TIME</b>				<b>NOTES</b>				
2	<b>START</b>	<b>END</b>	<b>DAY</b>	<b>FREQUENCY</b>	<b>START</b>	<b>END</b>			If this is a one time event, please provide the start and end date and start and end time. If this event is RECURRING, please state the DAY that it recurs on and the FREQUENCY (1st Monday of each month/2nd Tuesday etc.)				
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7	<b>INSTRUCTOR</b>									<b>NOTES</b>			
8										Who is running the event?			
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12	<b>EVENT LOCATION</b>									<b>NOTES</b>			
13										Which location will this event be held at?			
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17	<b>EVENT TITLE</b>									<b>NOTES</b>			
18										This will be the title that will appear on the website for the event. Please look at previous listings for examples.			
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22	<b>DESCRIPTION</b>									<b>NOTES</b>			
23										If there is a good description of what the event being offered is, chances are more folks will be interested in signing up for it.			
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29	<b>PRICE</b>									<b>NOTES</b>			
30										If the event is for 6 WKS, then pricing should be listed as (ex.) \$150/6 WKS or \$50/class. If the event cannot be broken down by separate classes, please state that. If this is a workshop, I can prepare a Pay Pal for the event. Most classes will not have Pay Pal set up.			
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36	<b>SUPPLY LIST</b>									<b>NOTES</b>			
37										If there is a supply list for the event, please provide that as an attachment when submitting the event to me. I will attach the list or include it in the description for participants.			
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42	<b>PROMOTIONAL IMAGES</b>									<b>NOTES</b>			
43										If you have some images to include for use in the posting of the event, please send them as an attachment. I will resize/adjust as needed on this end. If you do not have images and can provide me with a website link to the artist, I will select something to use at my own discretion.			
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48	<b>WAL MEMBER EVENT or OPEN TO PUBLIC</b>									<b>NOTES</b>			
49										Please indicate whether this is for WAL members or if it is open to the public. Since the website is viewable by all, this needs to be added to alleviate confusion.			
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55	Thank you for providing me with all of this information. I know that it may take a bit more time to prepare, but am optimistic that your hard work will pay off with												
56	increased interest and participation for WAL. Please submit this information to my WAL e-mail address: <a href="mailto:webmaster@woodlandsartleague.org">webmaster@woodlandsartleague.org</a> .												
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