### Special Events Tool: Newsletter Insert Templates

*Edit these inserts to fit your specific school to be included in your school’s newsletter*

**Join us for [event name]!**

Who: [audience: students, staff, families]

What: [concise description of event]

Where: [location of the special event]

When: [day and time]

We hope to see [your student, you, your family] there! For more information, visit [website] or contact [event coordinator] at [phone number or email address].

───

**You are invited!**

*We are hosting [special event name] in our school cafeteria to celebrate [reason].*

It is open to [audience] and will take place on [date and time] at [location]. The special event will include [special foods, decorations, activities]. For more information, visit [website] or contact [event coordinator] at [phone number or email address].