Sample Program Announcements and Newsletter

Use the following on social media, as an email or read during the school’s morning announcements!

**Example Program Announcement**

Join your friends and their families at our *Take Your Family to School Week* events! We have {Insert number of events} events lined up for the week, including {Insert name of event} at {Insert event time}, which will take place in the {Insert room or location}. Come out for a {Insert short description that would appeal to students about this event}. Don’t miss the fun! See you on {Insert Day}.

A complete list of *Take Your Family to School Week* events can be found at {Insert poster location, website, office room number, etc.}.

**Example Newsletter**

Save the date: Feb.11-17, 2018 is *PTA* *Take Your Family to School Week!* Join us as we celebrate PTA with the following special event(s).

What: {Insert name of event}

When: {Insert time frame}

Where: {Insert location}

What: {Insert name of event}

When: {Insert time frame}

Where: {Insert location}

Do you want to help volunteer for these events? Contact {Insert contact name, number and email}. See you there!