**Event Title**

An On-Farm Field Day

**Date**

**Start time – End time**

**Name of farm**

**Full address**

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Begin with a few sentences describing the event. This should describe the host, farm/ranch and research that has been conducted. What will participants learn/see?

List the speakers and their affiliations.

Consider including a relevant, eye-catching photograph. Use the menu path Insert>Pictures. Resize the image by dragging the corner. To relocate it, drag the image or use one of the Position options (click the image once, then follow the menu path Picture tools>Format>Position). Next, to change how text wraps around the image, first select the image by clicking it once, then choose an option in the menu path Picture tools>Format>Wrap text.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Registration and Event Details

Address important details, such as: Does registration start before tour? Will food/beverages be served? What is appropriate clothing? Describe this.

If RSVPs and/or fee required, state this and how to register. Who is the contact for questions?