|  |  |
| --- | --- |
| Who —The group or organization |  |
| What’s On —Event details |  |
| Where —Address |  |
| When —Days & Times |  |
| Other details |  |
| Contact Detailsto go to air |  |

Please be concise by avoiding too much detail. Read your submission aloud to yourself. Your message should fit into 30 seconds max. and contain the most important information you wish to convey.