**AUSTAT Website – Event template:**

Save this template on your computer.

The information below fits the overall structure needed for the Events Section of the AUSTAT website. Leave out any that don’t apply. If your event doesn’t fit into the set fields, please make note in section below.

Send finished template to Karen (Admin) info@austat.org.au

Please include any pictures or files to go with the notice.

Name of event: Click or tap here to enter text.

Date: Click or tap here to enter text.

Start time: Click or tap here to enter text.

End time: Click or tap here to enter text.

Location: (can be linked to Google maps) Click or tap here to enter text.

Organiser/s: Click or tap here to enter text.

Event website: (URL): Click or tap here to enter text.

Event Cost: Click or tap here to enter text.

Is this event recurring, one-off etc: Click or tap here to enter text.

Details/Summary of your event, include information on presenters etc and any links:

Click or tap here to enter text.

Other information (for admin only):

Click or tap here to enter text.