

2018 Melton Lifelong Learning Festival - Templates

Social Media

Social media sites such as Facebook are a great way to promote your event for free.

When posting on social media remember to keep posts short and include a link and photo when possible. Follow local groups and organisations similar to yours on Facebook, as they are the most likely to be interested in posts about your event.

If your organisation doesn't have a Facebook page, here are some tips on how to set one up:

<https://knowhownonprofit.org/how-to/how-to-set-up-a-facebook-presence-for-your-organisation-guide>

Not everyone uses Facebook, so think about if the people you hope will attend your event are likely to have a Facebook account. If they don't, then you should prioritise promoting your event through different mediums.

Templates

Below are a range of editable and printable templates which you can customise to suit your event or offer as appropriate.

To use these templates, fill in the fields **highlighted in pink** with details about your event

Community Service Announcement Template

Use the text below to post on community board, newsletters and free event listings on community radio

Community Service Announcement

Let's do more together **[insert activity or event name]** this Melton Lifelong Learning Festival in **[insert event location]**.

[Insert your organisation's name] invites members of the community to a **[insert name of learning activity of event]** during the 2018 Learning Festival on **[insert event dates and times]**.

There's always room in life for new experiences and they're even better when shared with friends, family and others. So let's do more together.

For more information visit meltonlearning.com.au/festival or call **[insert contact]**.

There are over 130 free learning events for all ages across the City of Melton. To find an event near you visit:

www.meltonlearning.com.au/festival

Website Text Template

Use the text below to promote your event on your organisation's website

Join us to celebrate Melton's Lifelong Learning Festival

[Insert organisation name] will celebrate Melton's Lifelong Learning Festival on [Insert date] with a special event

[Insert short description of event]

Date: [Insert event date].

Venue: [Insert event location].

Time: [Insert event time].

For more information visit meltonlearning.com.au/festival or call [insert contact].

Bookings are [insert essential, recommended, or not required]. To book visit: meltonlearning.com.au/festival

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Social Media Templates

Facebook Posts

Join us to celebrate Melton's Lifelong Learning Festival

Are you lonely? The Melton Lifelong Learning Festival gives you the chance to make new friends or get together with old ones at a variety of local learning events, many which are all free. Find an event in your area and let's Learn Out Loud together this October. Visit www.meltonlearning.com.au/festival

Or

There's something for everyone at the Melton Lifelong Learning Festival, with over a 130 events across the municipality. Melton Lifelong Learning Festival is a 3-day festival that runs from Friday 5 October to Sunday 7 October. To find an event near you visit www.meltonlearning.com.au/festival

Or

There's always room in life for new experiences and they're even better when shared with friends, family and others. There are over 130 free learning events for all ages across the City of Melton. To find an event near you visit: www.meltonlearning.com.au/festival

Social Media



Web banners

Banners (jpeg, 650 px by 300 px)

Use these image assets to promote Melton Lifelong Learning Festival on websites, in newsletters and on social media.

Banners

