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| EVENT | |
| WHEN | |
| WHERE | |
| COST | |
| DESCRIPTION (50-70 words max) | |
| ACCESS | |
| ORGANISER | |

A completed example below (done for International Women's Week):

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| EVENT | HOW TO BE ASSERTIVE AND CONFIDENT IN EVERYDAY LIFE – WOMEN ONLY |
| WHEN | 10:00am – 1pm, Saturday 3 rd March |
| WHERE | Novotel York, Fishergate, York, YO10 4FD. |
| COST | FREE but donations would be welcomed to support our work. RSVP by calling or emailing Kyra 01904 632332 / contact@kyra.org.uk . |
| DESCRIPTION | Need help finding the confidence to use your voice? Join Kyra and Jules Wyman, Confidence Coach, to discover practical ways to build your confidence and assertiveness in everyday life. |
| ACCESS | Meeting room is hearing loop and wheelchair accessible – please contact Kyra if you have any access requirements you'd like to discuss. Limited free parking is available at Novotel on a first-come-first-served basis. |
| ORGANISER | Kyra Women's Project - York based volunteer led charity supporting local women to make change in their lives. Email: contact@kyra.org.uk |