

Name \_\_\_\_\_

A well-written notice contains the 5 Ws:

- What is going to happen
- Where it will take place
- When it will take place
- Who can apply or is eligible for it
- Whom to contact or apply to

**DIRECTIONS:** Fill out the form for the following event. Use your imagination to provide any missing information. Then, on the lines, write a notice for the event in 50 words or less.

**EVENT:** A pie-eating contest. Ages 18 and older. At the State Fair.

**What:** \_\_\_\_\_  
\_\_\_\_\_

**Where:** \_\_\_\_\_ **When:** \_\_\_\_\_

**Who is eligible:** \_\_\_\_\_ **POC:** \_\_\_\_\_

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**ANSWERS WILL VARY**

Answers should include all pertinent information and follow correct notice-writing format.