This is a fillable graphic that allows you include the state name in the title, insert the state seal above the fema logo, type in the location, date and time and the short link for your event page.

Once you have filled out the content go to file > Export A PDF > Image> PNG. This graphic can be printed out as flyer or for social.

You will see at the bottom of the flyer there is box for a URL. When you have these events have your Digi Comm or reach out to the web team ([femawebteam@fema.dhs.gov](mailto:femawebteam@fema.dhs.gov)) to create one for you and request for them to create a short link for your event page.

**Extra Editing Notes:**

If you need to make small adjustment to the height of the boxes or the size of the font, go to tools and click on **Prepare a Form** and then double click the fillable box and a pop-up box will come up for you to make adjustments to the size of the font or to be able to adjust he height of the box.