How to Create a One-Pager to Promote an Event

Task Name: Create a One-Pager to Promote an Event

Platform: Canva (Free version)

Difficulty Level: Easy

Estimated Time: 10–15 minutes

Tags: one-pager, event, promotion, networking

Step-by-Step Instructions

Steps:

1. Sign in to canva.com.
2. In the search bar, type 'Event One Pager' or 'Flyer' and press Enter.
3. Choose a bold, colorful portrait-style one-pager template.
4. Click 'Customize this template'.
5. Add your event title at the top: Tech + Tacos: Networking Night.
6. Include essential event details: Date, Time, Location, RSVP link.
7. Add a call-to-action like: Free Tacos – Guest Speakers – Swag.
8. Insert a relevant image (e.g., tacos, people networking, tech gear).
9. Use a vibrant color palette like orange, teal, and white with bold fonts.
10. Double-check layout readability on both desktop and mobile.
11. Click 'Share' -> 'Download', and choose PDF (Print) for high-quality output.