

**Newsletter 4 page**

Please fill out the boxes for the page layouts you would like for your 4-page newsletter (this can be a maximum of 4 page options including front and back cover) see page layout options available in guidance). Images (if using your own) should be uploaded to MS order [form](https://forms.office.com/e/0eEP4u3wCm).

1. Group name and email (must be MS email)
2. Please choose Front cover A (word count guide 50- 70 words) or Front cover B (word count guide 3-6 words) (write preference in box below)
3. Front Cover A text (word count guide 50- 70 words) / Front Cover B text ( word count guide 3-6 words)
4. Cover description and caption (Include name of image which will be uploaded to MS forms)

5. Inner page A (word count guide 150 words)

6. Inner A description and caption (Include name of image which will be uploaded to MS forms)

7. Inner page B text (word count guide 250 words)

8. Inner B description and caption (Include name of image which will be uploaded to MS forms)

9. Inner page C text (word count guide 255 words)

10. Inner D image description and caption (Include name of image which will be uploaded to MS forms)

11. Inner page E text (word count guide 250 words)

12. Inner page E image description (Include name of image which will be uploaded to MS forms)

13. Inner page F text (word count guide 350 words)

14. Inner page G image description and caption (Include name of image which will be uploaded to MS forms)

15. Inner page H text (word count guide 280 words)

16. Inner H image description (Include name of image which will be uploaded to MS forms)

17. Inner page I text (word count guide 130 words)

18. Inner page I image description (Include name of image which will be uploaded to MS forms)

19. Inner page J text (word count guide 150 words)

18. Inner page J image description (Include name of image which will be uploaded to MS forms)

20. Back cover group information (name, titles of volunteer team and group contact details)