

**Trifold A4 leaflet**

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 address)
2. Outer section text (word count guide 130 words)
3. Outer section contact details page - include Volunteer team contact details (telephone and email) and let us know if you need other contact details included
4. Outer image(s) description (Include image name(s) which will be uploaded to MS forms – max 2 images)
5. Inner Image description (Include name of image which will be uploaded to MS forms)
6. Inner text (word count guide 300 words)