**RCOT Regions Newsletter Submission form**

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| **Region** |  | **Newsletter month:** |  |
| **Submitted by** |  | **Contact Email** |  |

* Please use this form together with your newsletter guidance.
* Ensure you send this to [Olivia.lokko@rcot.co.uk](mailto:Olivia.lokko@rcot.co.uk) in a MS Word version **on or before 5th of each month.**
* There is a line for the maximum number of articles included in each section. It is best to aim to have a maximum of 15 articles in your newsletter, otherwise your readers might not get to the bottom of your newsletter.
* You can check your word count in MS Word by highlighting your text, selecting the ‘Review’ tab and clicking on ‘Word Count’.
* All images must be sent with the newsletter and be of the following requirements:
* Small image: 300 x 180px
* Large image: 660 x 330px
* 16:9 aspect ratio with min. file size of 100KB and max. 500KB
* JPG or PNG format

There are various tools and websites that you can use to edit images. [Online image editor](https://www.online-image-editor.com/) is an example of one of these and it is free to use.

**Section 1 - Welcome**

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| *200 words max. Delete all this text and add in your summary.* |

**Section 2 – Member Features**

|  |  |
| --- | --- |
| **FEATURE 1 - Title** | 5-10 words |
| **Summary** | 200 words max.  *Delete all this text and add in your summary.* |
| **Article Author** | Name, Title, Organisation |
| **Call to action** | Read more / Find out more / Sign up |
| **External links, if required (max 2)** | Link 1 –  Link 2 – |
| **Full article** | Recommended 500-1,000 words |
| Images - Add in here the file name of your image. | |
| **FEATURE 2 - Title** | 5-10 words |
| **Summary** | 150 words max.  *Delete all this text and add in your summary.* |
| **Article Author** | Name, Title, Organisation |
| **Call to action** | Read more / Find out more / Sign up |
| **External links, if required (max 2)** | Link 1 –  Link 2 – |
| **Full article** | Recommended 500-1,000 words |
| Images - Add in here the file name of your image. | |
| **FEATURE 3 - Title** | 5-10 words |
| **Summary** | 150 words max.  *Delete all this text and add in your summary.* |
| **Article Author** | Name, Title, Organisation |
| **Call to action** | Read more / Find out more / Sign up |
| **External links, if required (max 2)** | Link 1 –  Link 2 – |
| **Full article** | Recommended 500-1,000 words |
| Images - Add in here the file name of your image. | |

**Section 3 – News Items**

|  |  |
| --- | --- |
| **ITEM 1 - Title** | 5-10 words |
| **Summary** | 200 words max.  *Delete all this text and add in your summary.* |
| **Call to action** | Read more / Find out more / Sign up |
| **External links, if required (max 2)** | Link 1 –  Link 2 – |
| **Full article** | 500 words max.  *Delete all this text and add in your summary.* |
| Images - Add in here the file name of your image. | |
| **ITEM 2 - Title** | 5-10 words |
| **Summary** | 200 words max.  *Delete all this text and add in your summary.* |
| **Call to action** | Read more / Find out more / Sign up |
| **External links, if required (max 2)** | Link 1 –  Link 2 – |
| **Full article** | 500 words max.  *Delete all this text and add in your summary.* |
| Images - Add in here the file name of your image. | |
| **ITEM 3 - Title** | 5-10 words |
| **Summary** | 200 words max.  *Delete all this text and add in your summary.* |
| **Call to action** | Read more / Find out more / Sign up |
| **External links, if required (max 2)** | Link 1 –  Link 2 – |
| **Full article** | 500 words max.  *Delete all this text and add in your summary.* |
| Images - Add in here the file name of your image. | |
| **ITEM 4 - Title** | 5-10 words |
| **Summary** | 200 words max.  *Delete all this text and add in your summary.* |
| **Call to action** | Read more / Find out more / Sign up |
| **External links, if required (max 2)** | Link 1 –  Link 2 – |
| **Full article** | 500 words max.  *Delete all this text and add in your summary.* |
| Images - Add in here the file name of your image. | |
| **ITEM 5 - Title** | 5-10 words |
| **Summary** | 200 words max.  *Delete all this text and add in your summary.* |
| **Call to action** | Read more / Find out more / Sign up |
| **External links, if required (max 2)** | Link 1 –  Link 2 – |
| **Full article** | 500 words max.  *Delete all this text and add in your summary.* |
| Images - Add in here the file name of your image. | |

**Section 4 – Event listings**

|  |  |
| --- | --- |
| **EVENT 1 - Title** | 5-10 words |
| **Summary** | 150 words max.  *Delete all this text and add in your summary.* |
| **Call to action** | Book now/Find out more information |
| **Links (max 2)** | Link 1 –  Link 2 – (optional) |
| **EVENT 2 - Title** | 5-10 words |
| **Summary** | 150 words max.  *Delete all this text and add in your summary.* |
| **Call to action** | Book now/Find out more information |
| **Links (max 2)** | Link 1 –  Link 2 – (optional) |
| **EVENT 3 - Title** | 5-10 words |
| **Summary** | 150 words max.  *Delete all this text and add in your summary.* |
| **Call to action** | Book now/Find out more information |
| **Links (max 2)** | Link 1 –  Link 2 – (optional) |
| **EVENT 4- Title** | 5-10 words |
| **Summary** | 150 words max.  *Delete all this text and add in your summary.* |
| **Call to action** | Book now/Find out more information |
| **Links (max 2)** | Link 1 –  Link 2 – (optional) |
| **EVENT 5 - Title** | 5-10 words |
| **Summary** | 150 words max.  *Delete all this text and add in your summary.* |
| **Call to action** | Book now/Find out more information |
| **Links (max 2)** | Link 1 –  Link 2 – (optional) |

**GDPR and Copyright**

For GDPR and copyright compliance, please complete the table below stating that GDPR/copyright permission has been sought for any member articles and any images for inclusion in the newsletter.

Please note that by completing this form you are confirming that you have received and hold consent for the use of any article or image/photo included.

|  |  |  |
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| **GDPR Checklist** | | |
| **Article or Image**  (please refer to article no eg Resource 1) | **Consent recorded**  (yes/no) | **Form of consent**  (eg email etc) |
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