



Guidance on submitting copy to Bolton CVS

Bolton CVS produces a wide range of reports, reviews, directories and factsheets to assist with the groups and communities of Bolton. Bolton CVS also offers various platforms for groups to share and disseminate their information through our networks. These include:

- website
- social media platforms of Twitter and Facebook
- regular e-shots
- notice boards and leaflet rack within the Bolton Hub
- Case studies

Before submitting copy ensure you have read this guidance.

For more details you can contact Jackie@boltoncvs.org.uk or telephone 01204 546010

What you can include

- Text (your copy) sent to us electronically via email or if you are submitting leaflets and posters for display in the Hub these will need to be delivered to the Hub.
- Images – such as your logo or promotional pictures. Images should be of good quality in JPEG format. File sizes should be of good quality for use in a range of mediums and of a good file size.
- 'http' links to information hosted on your web or elsewhere - It is really useful to use links so we can accompany the articles with complimentary communications through our social media platform.
- Dates and location of your event or services.

- A good narrative and detail of what it is you are asking us to promote - then we have enough information to work with.
- Contact details - your email and telephone number so people can get in touch with you directly.

We cannot accept

- Electronic flyers or leaflets for attaching to our e-shots.
- Flyers that requires Bolton CVS to retype the copy for use in any of our communications.

Further points to note

When submitting information, please be aware that:

- Priority will be given to member and associate member groups before non-member groups.
- Bolton CVS reserves the right to resize and edit images and to sub-edit information (copy) if needed.
- By submitting images, you are agreeing to grant copyright permission for Bolton CVS to reproduce the images by print, online or any other means that we may choose to (such as web, Twitter, Facebook)
- Bolton CVS cannot guarantee information submitted will feature in any of our promotional materials and Bolton CVS reserves the right to decline the use of any information submitted if deemed to be inappropriate or editorially unsuitable.

By submitting information you are agreeing to have read and understood the terms and conditions set out above.