

## Positive Images Festival 2019

### Information re: Entry in the Community Information Fair leaflet

The Community Information Fair will be held on Wednesday 3<sup>rd</sup> July.

Here are some tips for your entry in the fair leaflet.

1. Include only those contact details that should appear on the leaflet.
2. Telephone numbers will appear in 3 blocks, e.g. 024 7641 2788. Mobile numbers will appear in 3 blocks, e.g. 07459 400 381.
3. Social Media details – we want to save space. So please do not include [www.facebook.com](http://www.facebook.com), etc. Indicate just the extensions, for instance, @KenilworthBook
4. Description – please keep to the 50 word limit. Longer entries will be edited.
5. Please ensure that the completed form and cheque are sent to us **by or before the deadline – 21st April** for inclusion in the printed leaflet. Bookings will be confirmed on receipt and clearance of a cheque. Cheques should be made payable to Positive Images Festival. If you need an invoice, please contact us.
6. If you are paying by bank transfer, here are our details:  
Yorkshire Bank  
7-11 High Street  
Coventry  
CV1 5SB  
Account No: 49914062  
Sort Code: 05-03-87
7. The draft text will be sent to you as soon as it is ready. Please assist us by responding promptly. If you are going to be away, could you please arrange for a colleague to do the checking?