Ideally a Top Banner Image 1095 x ? (The vertical dimension can be whatever suits your image)

[Event Name]

Event Name in this format: [Day (1st 3 letters)] [Date (no. and 1st 3 letters of month)] – [Event Name]

Example: Sat 26 Sep – 75th Annual Christian Cabbage Festival

Event Thumbnail 341 x 272

*** Please include ALL images as separate attachments in the email ***

When: [Date and time] Format example: Saturday 26th September 2021, 10am-4pm
Where: [Location, address, any parking information]
Price: [£X / free]
Booking/Register: [Where to register / Buy tickets]
Further Details: [Website and an email address / phone number for further information]

[Any relevant organisation's logo]

[General event information, e.g. what it is about, the reason behind it, who should attend. (Please write in the third person.) (max. 300 words)]

Ideally sent as simply formatted text in an email or .TXT file attachment, rather than .DOC or .PDF (As if these take too much time to extract from and reformat then they will end up as a potentially poorer quality screen grab image with downloadable link to the original).

Feel free to include lots of images and send the layout you'd like as a .DOC or .PDF, but please **ensure that you have permission** to publish all the images*****, keep them as high quality as possible and also sent as separate email attachments.

Please send all events to info@together4bristol.org.uk

*The small print: This service is free, but if we get charged for using a copyrighted image without permission, we will need to recoup the cost.