

## Writing newsletters

A newsletter is a great way to keep everyone informed about the progress of the project, and of letting them know about events and activities.

### Some hints:

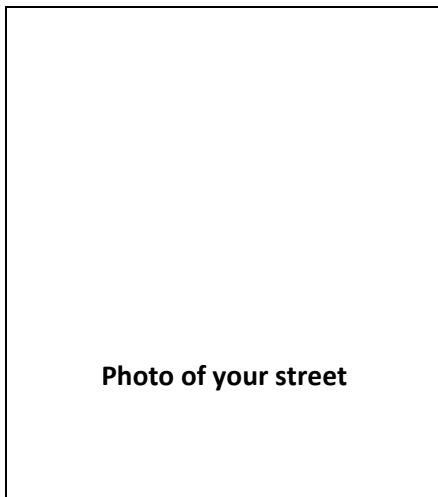
- ❖ It can be useful to have a “newsletter group” made up of a few residents, who take responsibility for writing and distributing the newsletters.
- ❖ Decide how often to send them out – either on a regular basis e.g. once every 2 months, or as and when needed e.g. when you are planning a street party.
- ❖ Why not design a logo and colour scheme for your newsletter so that people recognise it when it pops through their letter box. You could run a children’s competition to design the newsletter template.
- ❖ The newsletters can be written and printed using a computer, or hand written and photocopied.
- ❖ Ask your council officers or housing association if they will print or photocopy the newsletters for you – they can often provide this type of “in kind” funding even if they cannot give you any direct funding.
- ❖ If you cannot get help from the council or housing association, suggest residents contribute some printing paper and/or a small amount of money towards photocopying costs.
- ❖ If you are using a computer and have people’s email addresses you can send it to them in this way which cuts down on paper and therefore cost.
- ❖ Don’t forget to add a contact name and phone number and/or email address so people can get in touch with any queries or ideas.

## Your street or project name

**Summer Newsletter**

**Date:**

We have all agreed that we want to create our own DIY Street. Our next step is to decide on a plan of action to make sure that there will be plenty of exciting things happening, and lots of opportunities to share your ideas.



**Come along to our next meeting on Monday 23<sup>rd</sup> at 7.30pm**

**in the church hall**

We will be discussing our first street party and how we will collect people's ideas for their new street.

**If you would like to be accompanied to the meeting ring us and someone will come and call for you.**

**We have now got the results of our first survey which shows that 1,000 cars use our street a day and that's too many.**

**Our next survey will take place over the week-end of the 28th and 29th. Volunteers needed!**

**For more details contact me on .....**

***If you have them put the name and logo of your partners***

***(council and/or housing association) and funders at the bottom.***