

## HASSRA INTRANET SUBMISSION TEMPLATE

Before submitting content please make sure you:

- Have obtained permission from relevant sources for using photo's / images.  
**Beware of Copyright consequences if taking images from the internet!**
- Do not include home addresses/phone numbers in your article
- Ensure photo's/images are in jpeg. Format
- Relevant parties are aware that content is duplicated on to the INTERNET
- Ensure all content is correct ie dates/ prices/ deadlines/ closing dates/ spelling.
- Text is formatted to WCMS specifications: Headings – Arial 16pt, Body text – Arial 12 pt.
- Remember to keep it short and concise.

Who has submitted the content?			
Is it time sensitive?	Yes / No		
Level of urgency	High	Medium	Low
Requested Publication date			
Location on Site	National	Regional (which one?)	
Subsection ie. Events/ news/ benefits etc			
Document(s) attached?	Yes/ No		
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