# **District 331 Website News Report Template**

*The boxes and document will grow as you add more words*

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| **Sender’s name** |  | | | Email: | | |
| **Club name** |  | | **District number** | | 331 | |
| **Country** | Malaysia | | | | | |
| **Date(s) of activity** |  | | | | | |
| **Name of author** |  | | | | | |
| **Title of article** |  | | | | | |
| **Text**  Describe your activity with:   * Who? * Where? * When? * Why?   Avoid use of first person (I, we, my, our) and unconventional shortforms. |  | | | | | |
| **Photos/Video**  Rename the files if necessary.  For clarity, include relevant names of people appearing in it. If too large, send the whole batch via google drive, icloud, dropbox, we transfer etc and provide the link in the email. Do not send links from social media (all official news pertaining to the organisation should originate from the website). | **Photo/Video Filename** (numerical order e.g. 001.jpg, 002.jpg etc) | **Short caption for photo (max 125 char with spc) or short description (max 5000 char) for video** | | | | **Videographer or Photographer’s name** (ensure content © & permissions are given e.g. music, children) |
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Save this document as a Word document and email with jpg photos **attached**.   
Do not insert photos or videos here.

Please comply with the following submission guidelines: ♣

Photos should be of good resolution saved on jpeg. Group photos (5 MB) and individual photos (1 MB) are preferred. ♣

If the file(s) are too big to be emailed, upload and share the link from any of the many cloud storage hosting services, such as dropbox, wetransfer, Google Drive, Microsoft OneDrive, iDrive and Box. ♣ Text must be submitted through the official news reporting template via email.

♣ Reports are to be brief but informative. ♣ Include — Who, When, Where, What and a bit about Why and How.

♣ Pick a title that will engage readers.

Typed on A4 Word Document (inserted with photos). ‘Normal’ page margin.

• Photos also separately stored in a folder. JPG, PNG, TIF, PSD accepted.

• Text Font: Calibri, 11 point, single line spacing, one line space separa􀆟ng paragraphs.

• Best photo resolu􀆟on (final size): 300 pixels per inch (or 118 pixels per cm)