For all Broadcast Requests, please complete the below document and send to broadcast@rps.org

* Requests will be actioned and sent with a **2-3 working day** turnaround. For your time sensitive Broadcast please send them Monday to Friday to avoid potential delays. We can schedule your broadcast for a specific day on request.
* A completed Broadcast example can be viewed [here](https://rps.org/media/efzbqbp2/broadcast-template-2024-example.docx).

***\**** */ yellow box =**You must complete this section, including section 6 section.*

|  |
| --- |
| **1. Broadcast sender:**Please detail the following: (including your RPS Group, Region or Chapter *E-Mail address for replies*) |
| **\*** | Sender's name: |  |
| Role title:  |  |
| E-Mail address:  |  |
|  | Phone number (optional): |  |
| **2. Broadcast recipients:** Please note: Broadcast messages should normally only be sent to your own Region/Group/Chapter, however if it is required to go more widely, please confirm below that the necessary approval has been obtained from the relevant Organiser(s)/Chair(s) and copying them into the broadcast request email.  |
| **\*** |  |
| **3. E-Mail subject text line:**Please note: The E-Mail subject will always start with ‘The RPS:[group/region name] – [SUBJECT] |
| **\*** |  |
| **4. Attachments:**Please note: * Provide in PDF format if possible, max size for all attachments 0.5MB.
* If it is an image, please provide in PNG.
* *For larger files, you can publish your comms through* [*issuu*](https://issuu.com/signin?onLogin=%2Fhome%2Fpublisher) *with the username* *rpshq@rps.org* *and password: fentonhouse, and then provide a link in the main body of text after section 6.*
* Provide a list of all the attachments in the box below, so we can ensure we have received each one.
 |
| \* |
| **5. Notes section for Broadcast team:**Please detail anything you want the Broadcast staff team to know regarding this broadcast e.g. date it needs to be sent. |
| \* |

**6 \*E-mail main body**

**\*** (This section does not have a yellow box as the E-Mail body text needs to be on this main page rather than in a table due to this documents preset formatting). See the completed Broadcast example in the [Volunteer-Documents Area](http://www.rps.org/volunteer-area) to view how to lay this out.

*Please note:*

1. Add the main E-Mail body text below as you would like it to look in the E-Mail.
2. Please use applicable fonts such as; Calibri, Arial or Times New Roman and Georgia for a serif font. This will help the formatting for the Broadcast system.
3. If you are including any images, please ensure that they are resized before adding and a maximum pixel width of 700 (which is the maximum width of the E-Mail).
4. A generic RPS branded logo for your Group, Region or Chapter will be added to your broadcast. If you would like an alternative logo, please include as an attachment, or in the below body of text. The logo will be positioned next to the official RPS branded logo.
5. We will address directly to the individual via system formatting; i.e. Dear [[name]], if you would prefer a different salutation e.g. Dear Western Region Member, please detail this in your laid-out E-Mail below.
6. Please make sure you sign off the broadcast with a Name, Region/SIG/Chapter, Volunteer role and RPS E-Mail address.

LOGO

Dear [[name]]

TOPIC

*Main body of text, hyperlinks, and any supplied images*

Signature

Kind regards, many thanks, best etc

Name:

Group, Region, Chapter and Role:

RPS Email:

\*Please send the completed form to broadcast@rps.org