



## Article request form

Before completing the detail below please consider:

- The Showcase newsletter is for adults and young people to read so please refrain from using jargon or abbreviations within the text content of your article.
- Consider that the Young Editorial group will need time to discuss content for the newsletter so ensure to send your request as soon as possible.
- There may be a very small fee for insertion, please discuss this with your line manager.
- To view previous editions for ideas for your article please [click here](#)

<b>Name of person requesting article</b>	
<b>Job Title/Role</b>	
<b>Address</b>	
<b>Telephone Number</b>	
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<b>Article Title</b>	
<b>Intended audience</b> (consider age, team and suitability of content)	
<b>Proposed insertion date</b>	
<b>Article content</b>	Please enter text below
<b>Photos included?</b> Please email contact <a href="mailto:Samantha.mciver@knowsley.gov.uk">Samantha.mciver@knowsley.gov.uk</a> if you have photos to include within article	

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