



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](#)

| | |
|--|--|
| Name of person requesting article | |
| Job Title/Role | |
| Address | |
| Telephone Number | |
| Email | |

| | |
|--|-------------------------|
| Article Title | |
| Intended audience (consider age, team and suitability of content) | |
| Proposed insertion date | |
| Article content | Please enter text below |
| Photos included? Please email contact Samantha.mciver@knowsley.gov.uk if you have photos to include within article | |

Please send request forms back to Samantha.mciver@knowsley.gov.uk