**SOUTHWELL TOWN WEBSITE**

**Information for Community Groups to be added to website**

**Please include as much information as possible. We do not include personal information unless it forms part of a contact email address (eg,** **john.smith@ourorganisation.co.uk****)**

**You are welcome to send a logo or photograph (of no more than 5MB in size) to include with your entry. Please note that submission of any photographs expressly implies copyright approval to post the image on this website and that you will be liable for any copyright infringement.**

|  |  |
| --- | --- |
| **GROUP/ORGANISATION NAME\*** |  |
| **ADDRESS\*****POSTCODE\*** |  |
| **CATEGORY\***  | **(Please see categories in Community section or Directory of Groups)** |
| **DESCRIPTION OF GROUP OR ORGANISATION\*** |  |
| **PHONE NUMBERS\*** | **(list all that apply)** |
| **EMAIL ADDRESS\*** | **(list all that apply)** |
| **WEBSITE** |  |
| **SOCIAL MEDIA**  | **(list any you want to show, eg, Facebook, Twitter, Instagram)** |
| **OPENING HOURS** |  |
| **LOGO INCLUDED** | **YES/NO** |
| **PHOTO INCLUDED** | **YES/NO** |

* Required information

**Please download this form, enter those details you wish to be published on the Southwell Town website and return it to Southwell Town Council, The Old Court House, The Burgage, Southwell NG25 0EP or email it to** [**admin@southwell-tc.gov.uk**](https://d.docs.live.net/52b97999cbe7e215/Documents/Peter/Southwell%20Town%20Council/Communications%20wkg%20gp/admin%40southwell-tc.gov.uk)**. Entries can be hand written or typed on the form. Photos and logos must be submitted in electronic format.**