

# Promoting Your Group - Workshop Notes for 11<sup>th</sup> October 2008-10-28

## Run By Gill Grievson

### Why Promote Your Group

- Recruit volunteers
- Raise profile in the community
- Attract funding
- Forge links
- Encourage use
- Educate users

### Promotion Tools

- Corporate ID
- Merchandise
- Press and media
- Publications
- Website
- Posters
- Word of mouth
- Events/walk

Every journalist remembers this poem:

### The Elephant Child

I keep six honest serving men  
They taught me all I knew  
Their names are **What** and **Why** and **When**  
And **How** and **Where** and **Who**

By Rudyard Kipling

### Group Task

Read the funding bid and attached Funders guidance for promotion and using

- What
- Why
- When
- How
- Where
- Who

Draft out a press release and decide what information needs to be included in the Notes to the Editor

## How to Publicise Your Event in the Local Media

### Procedure for sending press releases

- 1 Write press release
- 2 Contact the media to check who to send the press release to
- 3 Issue release with photo request included, approx 2 weeks prior to event
- 4 Contact photo request diary at chosen newspapers to get them to put your event in the photo diary
- 5 Check that press release has been received and whether press will attend event
- 6 Contact the photographer 2-3 days prior to the event to see if they will be attending. If not take your own camera.

### 1. Press Release & Photo request

- Try to think of an angle to your story that will grab the editor's attention. This could relate to a national story or shock tactics – try to paint a picture
- A press release is written to win editorial approval and should include facts and detail - the more the better, as a reporter will put your press release to one side if he needs to contact you for extra information.
- Avoid jargon, acronyms and technical language. Try not to use words like fantastic and unique – these words are persuasive and best used in advertising copy.
- A heading needs to tease the reader (editor) so that they will read on. It should describe what the press release is about without giving away the whole story.
- Use the first paragraph to summarise your press release and include the hook to grab attention.
- Write your press release like an inverted pyramid. Important facts first and least important at the bottom. Make sure you include the name of your group in the first, and if possible, following paragraphs. Very often an editor will cut a story from the bottom.
- Always check this list to make sure you have included important information.
- What is the event/project?
- Why are you doing it?
- When will it be happening?
- Where will it take place?
- How would you like people to respond?
- Who is involved?

- Try to include a quote from a named individual. Include their job title, position in the group and organisation. You can duplicate your most important information in this way in a conversational way.
- Make sure you include any information that partners or funders ask you to include and name the funders of the project. This very often gets missed out of the final story, but at least you have done your bit. This information can all go in the **notes to the editor** – a separate document with all the general information in it.

### **Technical Information**

- Try to make the press release fit onto one page of A4 paper. Paragraphs should be kept short. Sentences should be no more than 32 words long.
- Once you have written it, re-read it and edit out any unnecessary information.
- Use A4 paper with your contact details on the top and leave a 5cm space at the top for editors to write instructions. Try to space out text by 1.5 lines and use a no nonsense type face like Arial 12 pt. Also leave a margin of approx 3.5 cm.
- Always put the date of the release at the top of the page
- Make the end of the press release clear by typing “ends” underneath the last line.
- Then write your contact details and telephone number under “for further information”
- If you would like the press to attend to take a photograph type “Photo request” then the time, place and who will be in the photo and what they will be doing. This sounds like duplication but is necessary
- If you are sending a press release and photograph, that you have taken, **after** the event, make sure you have the permission of everyone in the photo and name people in the picture from left to right with their title and which group or organisation they come from. If the photo is of children or vulnerable adults it is better not to include individual names.
- Keep a copy of the release together with a record of where and when you sent it. Also send the release to anyone else involved in the organisation for the event including funders.
- Look out for your article appearing in the press and send a copy to funders, partners etc. Copyright laws mean you are not able to photocopy newspaper cuttings unless you have a licence.

ends

## **How to get your local press to love you and help you**

Community groups and local papers share one crucial interest: they all serve local communities.

You can help your members by publicize what matters to them – problems, news, and changes - in the press. And the press is delighted. They're always keen to print stories that affect local people.

So there is no reason why you can't feed off each other and work together.

Many outsiders imagine newspapers are hard to talk to. Often when first time callers nervously ring the reporters they are shocked at how easily and quickly their story or event is snapped up.

It is important to remember that reporters are on a treadmill. Once this week's paper has been published they are immediately faced with an empty paper that has to be filled the next week. They jump at any call or visit which may lead to a story.

And the great thing is that community groups and residents' associations often reflect what everyone local feels. What are people worried or angry about? What excites them? What divides them?

This is all bread and butter for your local media.

### **Find out who your local reporter is**

You first need to find out the name, number and email address of the reporter responsible for covering your area. Also find contacts who specialises in events, health, business, environment. Find out the names of the photographers and let them know you are sending a press release so they can enter your event in the phot diary to come out and take a photo. Does anyone in your group know anyone who works for the local press? Foster a relationship

### **Then, decide who will deal with the reporter**

Once the reporter has been identified, select one member of your association to deal with him/her. This way you can build a strong personal rapport.

### **If you have a website send a link**

Setting up a residents' association website, listing contact details, objectives, forthcoming plans and news updates is also a good idea. The local papers then add this to the list of websites they check each morning in to keep up to date and find stories to fill the paper.

### **Suggest ideas**

Don't be afraid to call the paper and suggest ideas. If you are campaigning about something, send the reporter a press release about it and then ask the paper to send a photographer to capture any event.

After (preferably) e-mailing or faxing a press release, call the reporter to make sure he or she has received it and sees what the reaction is.

A press release makes the story more likely to be taken up by the paper as it can be processed much quicker than something that requires the reporter to leave the office and report on an event, then chase people up for quotes.

All the reporter has to do is send the photographer out, rearrange the press release or re-word it to his liking, maybe call the organiser for any additional information and then send it to the editor for submission. Easy.

A separate sheet with general information is often useful. This is often called “**Notes to the Editor**”.

**Notes to the Editor** help to familiarize the editor with your site and can be used by him in the story. This can include:

What	kind of site, size, habitats, main focus, has been achieved
Where	geographical location, type of area, how many people live within one mile
When	history, when did your group form, when did the site begin to take shape attract wildlife, open to visitors
Why	to attract wildlife, fit in with the local plan, Greenwood strategy
How	funding received or process
Who	has been involved, partners, umbrella groups, landowner, your group - size
Stats	achievements in number (equal to football pitches, surface of the moon, here to Bristol etc. habitat created, groups visiting, new use, number of individuals who visit, How much wildlife – number of different birds etc, number of task days, tons of litter picked

### **Don't forget a good photo is as important as the story**

Remember, the more spectacular the photo, the more interested the paper will be.

So think in terms of pictures as well as story. More and more photos are being taken independently and then sent in - so don't always wait for a photographer – invest in a digital camera.

If you have a photographer in your group get them to take some stock shots of the site looking it's best, or worst! Take some in different seasons and try to show people using your site and your group working on site.

Get permission for all photos that focus on individuals as this is classed as personal data.

Take some nice tight shots of “posed photos” and some landscape shots with people in the background as a focus.

For print purposes these need to be 300dpi or above 4mb, but can be much less for websites.

### **Timing is important**

Find out the newspaper deadline and bear it in mind when approaching the newspaper. You are unlikely to have much success trying to get a story into the paper just as that week's paper is being finished. Reporters tend to be much more receptive at the beginning of a new newspaper week.

Whatever your group is doing you should always contact the local reporter, discuss the issue and its concerns or benefits and offer possible angles the reporter might use to present the story in the paper.

Remember, a newspaper is a business, just like any other. Every week the editor studies the sales figures and the reporters are constantly reminded to bring in stories that matter to the community.

### **Ask the press to come to your events**

Invite the press along to committee or open meetings where reporters can interview the residents and see for themselves how big the issues are. The reporters are fully aware that should they attend and write a story based on a meeting of 50, 100, or 500 people, they are guaranteed to sell at least that many papers purely on the strength of that story alone.

### **Don't forget parish council meetings**

Once a month parish council meetings or the equivalent take place in every town. Members of Friends groups can voice any concerns they may have at the 15 minute public hearing prior to the start of the meeting. Reporters will usually be there and such public demonstrations tend to get picked up on and reported in the paper the following week.

## **Group Task Example: Application for a Living Spaces Grant to assist in the restoration of the Park Pond and the creation of The Meadows Nature Reserve**

### **Background**

The Derby City Pond Survey performed in 2004/5 was the first objective to be achieved in the Derby Greenprint for Ponds and standing open water habitats and identified a total of 69 ponds and lakes (excluding garden ponds) in the city.

The 1890 Ordnance Map revealed an 88% decline in ponds. The Meadows Park Initiative is the first major pond restoration project of the Derwent Wardens. We intend to restore a different pond in the City each year.

Only 3 ponds were found to be in good ecological condition, 12 were in fair condition, with the remainder in either poor or very poor condition.

It is significant that within the cluster of ponds at The Meadows that we determined one of 6 populations of Great Crested Newts in the City. Great Crested Newts are a European Protected Species and National BAP Priority Species.

Great crested newts, the largest newt in the UK, have declined within the UK over recent years, due to the destruction and pollution of their breeding sites and terrestrial habitat. They are protected under the Wildlife and Countryside Act 1981 and the Habitat Regulations Act of 1994. It is illegal to catch, possess or handle great crested newts without a licence and it is also illegal to cause them harm or death, or to disturb their habitat in any way. Restoration work to the ponds must be with particular reference to enhancing GCN habitat.

Within the Meadows it is our intention to maintain the meadow management and to install new ponds in order to extend the cluster we have on this site.

### **The Site**

The site is composed of a number of meadows divided by hedgerows and ditches.

The meadows to the west of the site are semi-improved in nature. The fields on the eastern side are unimproved with frequent common knapweed, common sorrel and crested dogs tail and have a ridge and furrow nature with species such as cuckoo flower and rushes having been recorded in the furrows.

The hedges which divide the fields are collectively diverse with 9 woody species. The 1882 O/S map for the area shows a number of ponds on the site and shows the same hedge pattern as can be seen to-day.

The remaining ponds on the site, linked by ditches and hedges, are known to hold breeding great-crested newts, but their presence has not been confirmed since 1997 though smooth newts were observed in 2005.

The central feature of this reserve will be the Park pond.

Derby City Council is the landowner. The site is a local wildlife site and is designated as such in the DCC Local Plan.

## **Aims of the project**

- to create a nature reserve on these Meadows in partnership with Derby Council and the WildDerby Project
- Increase the PSYM score to greater than 70% together with an extension to the pond cluster.
- Create a group “The Friends of the Meadows” to act as a Management Group for this task. A public meeting to formally launch FoM is planned for May.

The vision of this group will be to:

- raise awareness of, and conserve, the wildlife in Mickleover
- create a nature reserve for use as an educational resource for the community.

## **Timetable of Works**

Phase 1 of the work, planned for July 2008 is to remove the rubbish from the pond, restore the dam and clear both the water in and out flows to the pond. This work will be accomplished using expert resource from the BTCV supplemented by local community group support.

Phase 2 of the work is planned for the autumn of 2008, when 3 large ash trees need to be removed to increase the light to the pond. This requires specialized tree surgeon resource.

Phase 3 would involve the creation of a new pond on the meadows with the bulk of the work being performed by BTCV.

## **Benefits of the Project**

Ponds (of a certain distinctive quality) are a National BAP habitat and the main objectives derived from Biodiversity Action Plans are:

National BAP :           Initiate action to restore to favourable condition other sites that have been damaged by human activity.

Derbyshire BAP:        Initiate measures to achieve favourable management on 50% of all standing open water County Wildlife Sites. Increase the linkages between groups of isolated ponds.

Derby Greenprint:     Ensure no further net loss or isolation of ponds. Ensure ponds are under favourable management by 2009. Look for opportunities to increase the number of ponds in the city.

We are currently raising funds from within the local community via talks to local groups and from ad hoc donations.

Of the estimated £1750 total cost, we are seeking £1400 from Living Spaces.

Dr James Peters  
Tel: 01332-123456  
E-mail james.peters42@btinternet.com

## Living Spaces Publicity Guidance Notes

It is a requirement of receiving a Living Spaces grant that successful projects acknowledge Living Spaces in any publicity activity or promotional material they may produce. For example you may promote your project by contacting the local newspaper or talking to a local radio or television station. You might hold a launch event or activity day to tell local people about what you are spending your grant on.

These notes are to help you refer to the Living Spaces programme in a clear, consistent way in all your publicity activities.

### 1. Acknowledging Living Spaces' support of your project

Below is a sentence acknowledging the support of Living Spaces.

**It should be included wherever your project is referred to in writing.**

*This project has been supported by Living Spaces, a scheme funded by the Office of the Deputy Prime Minister to help local people improve their local environment.*

### 2. Using the Living Spaces logo

You may wish to use the Living Spaces logo in promotional activity, for example on a newsletter or publication. The logo can be downloaded from the Living Spaces website at [www.living-spaces.org.uk](http://www.living-spaces.org.uk) together with some simple rules on how it should be used on leaflets, posters and other publications. Please note, you must read and follow the rules when using the logo.

Notes to editors –send with press releases

*[Insert any other useful information about your project here]*

Living Spaces is funded by the Office of the Deputy Prime Minister, it is managed by Groundwork with support from GreenSpace and is run in association with The Civic Trust, The Experience Corps, The Federation of City Farms and Community Gardens and The Wildlife Trusts.

The scheme is open to existing neighbourhood groups and will provide grants between £1,000 and £100,000 to support activities including:

- Improving small local parks
- Creating or improving 'pocket parks' and community gardens
- Creating or improving play or seating areas
- Cleaning up neglected land in residential areas
- Restoring village greens
- Carrying out small planting schemes on verges or on estates
- Creating or improving nature areas or city farms
- Restoring ponds, pathways, gateways or boundaries



## **Notes to the Editor**

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# Derwent Wardens

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DE22 998

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## ***Press Release***

11 June 2008

### **Group to Turn Back the Clock for Newt Population**

Great Crested newts have declined steadily over time due to significant loss of habitat according to local ecologists.

Derwent Wardens hope to bring them back to previous levels by establishing new habitats for this protected species, and have been successful in a bid for funding from Living Spaces.

Work starts in July 2008 at the Meadows Park, a cluster of ponds owned by Derby City Council, where local surveyors found the condition of the ponds ranged from fair to poor. In phase 1 of the project, BTCV will lead a task day to remove rubbish and restore the dam.

James Peters, Derwent Wardens spokesperson, said: "Only three of Derby's 69 ponds are in a good ecological condition. We hope to improve this situation by creating a nature reserve at the Meadows as part of the WildDerby project."

Local resident Mary Smith and her 9 year old daughter regularly visit the area and said: "It will be a good idea and a good place for kids to come and pond dip and I hope to get involved myself."

**Continued**

The wardens are also keen to set up a Friends group to act as a management group for the project. A public meeting is planned for later in the year. Details will follow shortly but anyone interested can get in touch with James Peters on 01332 123456.

Ends

Photo Opportunity: Derwent Wardens will be visiting the Meadows to inspect the ponds on Monday 23<sup>rd</sup> June at 10:00 am

Further information contact Dr James Peters on 01332 123456

Organisation	Contact	Type	Locality	Tel	E-mail
Topper Newspaper	Topper Newspaper	Newspaper	Notts		pictures@toppernewspapers.co.uk
BBC	Catherine Quirke	TV	National		catherine.quirke@bbc.co.uk
Retford Times	Newsdesk	Newspaper	Bass		news@retfordtimes.co.uk
BBC	Dan Sinclair	TV	National		dan.sinclair@bbc.co.uk
Chad	Tony Spittles	Newspaper	Ash/mans	01623 464757	tony.spittles@chad.co.uk
Ashfield CHAD	Stephen Thirkill	Newspaper	Ashfield	01623 464757	stephen.thirkill@chad.co.uk
Trax FM	Newsdesk	Radio	Bass		news@traxfm.co.uk
Trent FM	Newsdesk	Radio	Notts		news@trentfm.musicradio.com
Radio Mansfield 103.2 FM	Ben Wilford	Radio	Mansfield	01623 666022	benwilfordjohnson@googlemail.com
Worksop Guardian	Newsdesk	Newspaper	Bass		newsroom@worksop-guardian.co.uk
County Link Parish News	Barbara Worrall	Newsletter	Notts		barbara.worrall@nottsc.gov.uk
BBC Radio Lincoln	BBC Radio Lincolnshire	Radio	Lincs		radio.lincolnshire@bbc.co.uk
BBC Radio Nottingham	BBC Radio Nottingham	Radio	Notts		radio.nottingham@bbc.co.uk
BBC Radio Sheffield	BBC Radio Sheffield	Radio	Yorks		radio.sheffield@bbc.co.uk
BBC Yorkshire TV	BBC Yorkshire TV - Look North	TV	Yorks		look.north@bbc.co.uk
BBC Radio Nottingham	Steve Beech	Radio	Notts		steve.beech@bbc.co.uk
Biodiversity Action Group News	Lucy Billau	Newsletter	Notts		lucy.billau@nottsc.gov.uk
Sutton-in-Ashfield Correspondent Chad	Valerie Bradbury	Newspaper	Ashfield	01623 514673	
Huthwaite correspondent Chad	Geoff Burton	Newspaper	Ashfield	01623 440149	
Tibshelf, Skegby, Teversal Correspondent	Sandra Burton	Newspaper	Ashfield	01623 440149	
Central News East	Central News East	TV	Notts		centralnewseast@itv.com
Chad	Newsdesk Chad	Newspaper	Ash/Mans	01623 464757	newsdesk@chad.co.uk
BBC Radio Nottingham	Alan Clifford	Radio	Notts		alan.clifford@bbc.co.uk
PR Notts County Council	Corporate Communications	Newsletter	Notts		corporate.communications@nottsc.gov.uk
BBC Radio Nottingham	Jo Davies	Radio	Notts		jo.davies.04@bbc.co.uk
Derbyshire Times	Editorial	Newspaper	Derbys		editorial@derbyshiretimes.co.uk
Kirkby-in-Ashfield correspondent Chad	David Drew	Newspaper	Ashfield	01623 555012	
Living for Tomorrow	Editor	Magazine	Notts		editor@livingfortomorrow.org.uk
NCC Landscape & Property Briefing	Pete Elliot	Newsletter	Notts	0115 9774409	pete.elliott@nottsc.gov.uk
BBC Radio Nottingham	Frances Finn	Radio	Notts		frances.finn@bbc.co.uk
BBC	Claire Harrison	TV	National		claire.harrison@bbc.co.uk

Forest Town/Clipstone correspondent Chad	June Hawkins	Newspaper	Newark	01623 472853	
Heart 106 FM	Heart 106 FM Newsdesk	Radio	National		news@heart106.com
Notts County Council Website	Zoe Hollingworth	Web	Notts		zoe.hollingworth@nottscc.gov.uk
BBC Radio Nottingham	John Holmes	Radio	Notts		john.holmes@bbc.co.uk
Topper Newspaper	John Howorth	Newspaper	Notts		john.howorth@toppernewspaper.co.uk
BBC Radio Nottingham	Sarah Julian	Radio	Notts		sarah.julian@bbc.co.uk
Nottingham Evening Post	Jeremy Lewis	Newspaper	Notts		jeremy.lewis@nottinghameveningpost.co.uk
Radio Mansfield 103.2 FM	Newsdesk Mansfield 103	Radio	Mansfield	01623 666022	newsdes@mansfield103.co.uk
Newark District News	Denise McGreade	Newsletter	Newark		denise.mcgreade@nsdc.info
Ravenshead correspondent Chad	Barbara McLulich	Newspaper	Ged	01623 793182	barmclulich@hotmail.com#http://barmclulich@hotmail.com#
Community Times Hucknall	Steve Morris	Newsletter	Ashfield		steve.morris@cthucknall.co.uk
Newark Advertiser	Newsdesk Newark Advertiser	Newspaper	Newark	01636 688462	news@newarkadvertiser.co.uk
Nottingham Evening Post	Listings Nottingham Evening Post	Newspaper	Notts		listings@nottinghameveningpost.co.uk
BBC	Nottingham On Line	Radio	National		nottingham@bbc.co.uk
BBC	Jeff Owen	TV	Notts		jeff.owen@bbc.co.uk
Awsorth Village Newsletter		Newsletter	Brox	0115 9712686	
Warsop & District News	Tania Barlow	Newsletter	Mans	01623 846011	tbarlow@warsop.gov.uk
Local Government Chronicle		Magazine	National		lgcnews@emap.com
Burton Joyce, Bulcote & Stoke Bardolph	Mrs E Knott	Newsletter	Ged	0115 9312919	elizknott@another.com
BBC Radio 4 Open Country	Katie Addison	Radio	national	0121 4328739	kate.addison@bbc.co.uk
Alfreton and Ripley Echo and Derbys Times		Newspaper	Derbys	01773 834731	david.hopkinson@derbyshiretimes.co.uk
Inside Out (East Midlands)		TV	East mids	0115 9021860	tony.roe@bbc.co.uk
Blidworth Focus	Forum Secretary	Newsletter	Newark	01623 796781/403821	forum-focus@hotmail.com
Ashfield News	Carys Jones	Newsletter ( Ashfield district Council)	Ashfield	01623 450000	c.turner-jones@ashfield.dc.gov.uk
Gedling Contacts Magazine	Carolyn Gilfillan	Newsletter	Ged	0115 9901390	carolyn.gilfillan@gedling.gov.uk
SAGA 106.6fm		Radio	National	0115 9861066	lisa.teanby@saga106.6fm
RAM FM: Derby 102.8FM		Radio	Derbys	01332 291919	news@music.radio.com
Shout! Stanton Hill	Richard Bacon	Newsletter	Ashfield	01623 443751	richard.bacon@nottscc.gov.uk
Brinsley Parish Magazine (Focus)	Corrine Sweeney	Newsletter	Brox	01773780532	colin@nvqweb.com
Age Concern Lifestyle		Magazine	National	01623 632766	

BBC Countryfile	Allyson Macdonald	TV	National	0121 432 8874	allyson.macdonald@bbc.co.uk
Ilkeston Trader		Newspaper	Derbys	01332 253973	trader_news@mrn.co.uk
Ilkeston and Ripley Trader	Sarah Knight	Newspaper	Derbys	01332 253925	trader_news@mrn.co.uk
BBC Radio Derby		Radio	Derbys	01332 361303	radio.derby@bbc.co.uk
Gainsborough Standard		Newspaper	Lincs	01427 615323	editorial@gainsboroughtoday.co.uk
Gainsborough Target		Newspaper	Lincs	01427 810148	advertising@gainsboroughtargetseries.co.uk
Retford and Bawtry Trader		Newspaper	Bass	01777706969	
BBC Radio Leicester		Radio	Leic	0116 2021541	radio.leicester@bbc.co.uk
Herald and Post		Newspaper	Notts	0115 9342511	
Mansfield & Ashfield Recorder		Newspaper	Mansfield	01623 420000	mansfieldrecorder@nottinghameveningpost.co.uk
Stapleford & Sandiacre News		Newspaper	Notts	0115 9469909	la_newsroom@mrn.co.uk
Woodborough Newsletter	David Bagley	Newsletter	Ged	0115 9652511	
Parish Magazine (Lowdham)		Newsletter	Ged	0115 9663069	
Hucknall & Bulwell Dispatch	Martin Hutton	Newspaper	Ashfield	0115 9536552	newsdesk@hucknall-dispatch.co.uk
Parish News (Linby)		Newsletter	Ged	0115 9632346	
Ashfield & Mansfield CHAD		Newspaper	ash/mans	01623 456789	newsroom@chad.co.uk
BBC East Midlands Today	Kevin Hill	TV	east mids	0115 9021917	emt@bbc.co.uk
BBC Radio Nottingham	Kate Squire	Radio	Notts	0115 9021840	radio.nottingham@bbc.co.uk
InContact NCC	Caroline Stringer	Newsletter	Notts	0115 9774157	incontact@nottsc.gov.uk
Blidworth Focus	Focus Administrator	Newsletter	Newark	01623 793660	forum_focus@hotmail.com
The Bramley		Newsletter	Newark	01636 813719	
Broxtowe Borough Matters		Newsletter	Brox	0115 917 7777	
Beeston Volunteer Centre Newsletter		Newsletter	Brox	0115 9178080	
Sheffield Star		Newspaper	Yorks	0114 2767676	starnews@sheffieldnewspapers.co.uk
BBC National Radio		Radio	national	0171 5805248	
Arnold Eagle/Calveton Echo	George Keig	Newspaper	Gedling		georgekeig@hotmail.com
PR Officer Ashfield	Mark Beagley	Newsletter	Ashfield		m.beagley@ashfiel-dc.gov.uk
Beeston Express		Magazine	Brox	0115 9228007	beestonexpress@btopnewworld.com
Peak FM		Radio	Derbys	01246 269107	www.peakfm.net
Derby Evening Telegraph		Newspaper	Derbys	01332 291111	newsdesk@derbytelegraph.co.uk
Ashbourne News Telegraph		Newspaper	Derbys	01335 300200	editor@ashbournenewstelegraph.co.uk
Belper news		Newspaper	Derbys	01773 881100	editor@belpernews.co.uk
Burton Mail		Newspaper	Derbys	01283 550055	editor@burtonmail.co.uk
Buxton Advertiser		Newspaper	Derbys	01298 767070	news@buxtonadvertiser.co.uk
Ilkeston Advertiser		Newspaper	Derbys	0115 9446160	news@ilkestonadvertiser.co.uk
Matlock Mercury		Newspaper	Derbys	01629 762136	news@matlockmercury.co.uk

Peak Times - Bakewell		Newspaper	Derbys	01629 762120	amanda.hatfield@jpress.co.uk
Ripley and Heanor News		Newspaper	Derbys	01773 514150	news@rhnews.co.uk
Bassetlaw News		Newspaper	Bass	01909 533726	
Broxtowe Community Action News	Richard Lea	Newsletter	Brox		richard.lea@broxtowe.gov.uk
Chad Photographer	Roger Grayson	Newspaper	Notts	01623 464757	roger.grayson@chad.co.uk
Chesterfield Advertiser	Jill Colley	Newspaper	Derbys		jillcolley@chesterfield.co.uk
Daybrook Newsletter	G Millar	Newsletter	Gedling		ggmillar1@onetel.con
Derby Evening News		Newspaper	Derbys	01332 291111	newsdesk@derbytelegraph.co.uk
Derbyshire Times, Alferton & Ripley Echo	David Hopkinson	Newspaper	Derbys		david.hopkinson@eastwoodadvertiser.co.uk
NEP Gedling, Arnold, Burton Joyce	Claire Carter	Newspaper	Gedling	0115 9482000 x2524	claire.carter@nottinghameveningpost.co.uk
NEP Hucknall, Carlton, Papplewick	Rob Parsons	Newspaper	Ash/Ged	0115 9482000 x2915	rob.parsons@nottinghameveningpost.co.uk
NEP Post People		Newspaper	Notts	0115 9482000	postpeople@nottinghameveningpost.co.uk
NEP Environment		Newspaper	Notts	0115 9482000	environment@nottinghameveningpost.co.uk
NEP Newsdesk		Newspaper	Notts	0115 9482000	newsdesk@nottinghameveningpost.co.uk
NEP Pictures		Newspaper	Notts	0115 9482000	picutres@nottinghameveningpost.co.uk
Netherfield newsletter	Bob Leverton	Newsletter	Gedling		bob.leverton@lineone.net
NG5 Magazine		Magazine	Gedling	07748 566730	info@ng5.org.uk
Nottingham Topper	John Howorth	Newspaper	Notts		john.howorth@toppernewspapers.co.uk
Gedling CVS Newsletter	Laurence Quirke	Newsletter	Gedling		laurence.quirke@nottsc.gov.uk
Retired Magazine		Magazine	National		editor@retiredmagazine.co.uk
Sheffield Times		Newspaper	Yorks	0115 8440024	sheffieldtimes@aol.com
Ashfield Community Radio		Radio	Ashfield	01623 721054	info@ashfieldcommunityradio.co.uk
BBC	Alistair Kerr	TV	National		alistair.kerr@bbc.co.uk
Radio Mansfield		Radio	Mansfield	01623 666022	news@mansfield103.co.uk
Radio Trent		Radio	Notts	0115 9527000	news@trentfm.co.uk
Smooth Radio		Radio	National		eastmidlandsnews@smoothradio.com
BBC Breathing Spaces	Sophia Ramcharan	Web	National		sophie.ramcharan@bbc.co.uk
BBC Yorkshire	John Ramos	TV	Yorks		john.ramos@bbc.co.uk
BBC	Michaela Atkins	TV	national		michaela.atkins@bbc.co.uk
Central TV		TV	national		centralnewseast@itv.com
Countryfile		TV	national		countryfile@bbc.co.uk
NEP West Bridgford, Gamston, Ruddington, Plumtree, Tolleton or Edwalton	Tanya Holden	Newspaper	Rushcliffe	0115 9482000 x 2531	tanya.holden@nottinghameveningpost.co.uk
NEP Arnold, Calverton, Daybrook, Burton Joyce, Gelding	Sarah Firth	Newspaper	Ged	0115 9482000 x2547	sarah.firth@nottinghameveningpost.co.uk
NEP Attenborough, Beeston, Bramcote, Chilwell	Bryan Henesy	Newspaper	Brox	0115 9482000 x2557	bryan.henesy@nottinghameveningpost.co.uk
NEP Eastwood, Kimberley, Stapleford, Awsworth, Trowell	Samantha Hughes	Newspaper	Brox	0115 9482000 x2552	samantha.hughes@nottinghameveningpost.co.uk
NEP Aspley, Basford, Beechdale, Bestwood, Brox	Chris Birkle	Newspaper	City	0115 9482000 x2500	chris.birkle@nottinghameveningpost.co.uk



Eastwood & Kimberley Advertiser	John Shawcroft	Newspaper	Brox	01773 713563	john.shawcroft@eastwoodadvertiser.co.uk
Long Eaton Advertiser		Newspaper	Notts	0115 9469909	la_newsroom@mrn.co.uk
Long Eaton Trader		Newspaper	Notts	01332 253921	trader_news@mrn.co.uk
Mansfield Chad, Photos		Newspaper	Mans		photo@chad.co.uk
NEP Bestwood, Bilborough, Strelley	Chris Birkle	Newspaper	Ged/Brox	0115 9482000 x2500	chris.birkle@nottinghameveningpost.co.uk
NEP Bulwell, Rise Park	Marcus Boocock	Newspaper	Ged	0115 9482000 x2501	marcus.boocock@nottinghameveningpost.co.uk
NEP Business	Richard Tressider	Newspaper	Notts	0115 9482000	richard.tressider@nottinghameveningpost.co.uk
NEP Clifton, Woolaton	Sarah Gillett	Newspaper	Notts	0115 9482000 x2554	sarah.gillett@nottinghameveningpost.co.uk
NEP Cotgrave, Bingham, Radcliffe	Delia Monk	Newspaper	Rushcliffe	0115 9482000 x2544	delia.monk@nottinghameveningpost.co.uk
NEP Hucknall, Carlton, Papplewick	Robert Parsons	Newspaper	ged/ash	0115 9482000 x2915	robert.parsons@nottinghameveningpost.co.uk