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# Uploading a News Article

Please use the below checklist as a guide to what information we need to upload a news article.

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| CHECKLIST |
| [ ]  | **News article title** |
| [ ]  | **Who is the target audience?** *E.g. Headteachers, Early Years, Primary, Secondary Schools etc.* |
| [ ]  | **Provide the text which should be no less than a paragraph long.**  *This will be displayed as the main text of the requested page.* |
| [ ]  | **Provide text to add to twitter?**  |
| [ ]  | **Any photos/logos?** |
| [ ]  | **Any tags?** |
| [ ]  | **Any attachments?** |
| [ ]  | **Who should be contacted in the event of any queries?** |

Please ensure your manager has approved the content before submitting this to us. When emailing this information to thelink@slough.gov.uk, please CC in your Service Lead.

Thank you for your interest in our website ‘The**Link**’. This content will be uploaded in order of date received. Provided that we have received all the necessary information, we will endeavor to upload the above content **within 3 days** of receiving the email. Please note this will only be uploaded on The**Link**.