**Event Pro Forma**

*This pro forma should be used for events happening in the Bristol area that wish to be publicised on the Christian Action Bristol website.*

[Event Name]

[Event Photo]

[General event information, e.g. what it is about, the reason behind it, who should attend. (Please write in the third person.) (max. 300 words)]

When: [Date and time]

Where: [Location, address, any parking information]

Price: [£X / free and where to register / buy tickets]

[Website and an email address / phone number for further information]

[Any relevant organisation's logo]

[Short summary for social media (maximum 280 characters)]

*Please send all articles to christianactionbristol@gmail.com*

**Jobs / Volunteering Pro Forma**

*This pro forma should be used for jobs and volunteering opportunities happening in the Bristol area that wish to be publicised on the Christian Action Bristol website.*

[Organisation Name and Job Title / Volunteer Role]

[Photo - (can be organisation’s logo)]

[Brief job description including any required experience / qualifications]

Salary: [Salary / per hour]

Hours: [Number of hours per week]

Location: [Address]

How to apply: [Link to application form / email address to send CV to etc.]

Closing date: [Closing date]

[Any further info - e.g. maternity cover / temporary contract.]

[Website link / email address / phone number for further information]

[Organisation logo]

[Short summary for social media (maximum 280 characters)]

*Please send all articles to christianactionbristol@gmail.com*

**News / Updates Pro Forma**

*This pro forma should be used for news and updates in the Bristol area that wish to be publicised on the Christian Action Bristol website.*

[Article Title]

[Photo]

[Brief news article (max 300 words)]

[Link to website and / or email address / phone number for further information]

[Organisation logo]

[Short summary for social media (maximum 280 characters)]

*Please send all articles to christianactionbristol@gmail.com*