**REGIONAL REPORT TEMPLATE**

(For website, *The Biologist*, etc..)

Event type (e.g. Branch event, Regional Grant Scheme, etc..):

Event title/report heading:

Date:

Author: (Please include title and membership grade)

**Event report:** (no more than **250-300** words)

Helpful hints:

Please stick to the word limit to avoid your prose being cut!

* Active sentences work best. For example, it is much better to write: ‘Julia Brown, the head of the nature reserve, gave us an enjoyable and informative talk on birds.’ Instead of ‘We were given an enjoyable and informative talk on birds by the head of the nature reserve, Julia Brown.’
* Branch events are too often described as ‘enjoyable and informative’ – be creative with adjectives and descriptions!
* Try to avoid too many sentences starting with: ‘We did/went/were…’
* Try to include a good quote from a member or the host of an event if you can.

***new* Social media report: (**50 words max for Facebook and 140 characters for a tweet)

We can publicise your successful events on social media. If you would like this, please provide a very brief report.

**Photographs**: Please attach separately as a high definition jpeg

* Please note that only high quality images can be used in *The Biologist.* Lower quality images can be used on the website.

Photograph details/credits:

**Please complete this form and return it to** **regions@rsb.org.uk**