

Branch Website Amendments



We will be grateful if you will use the template below for ALL future requests for branch microsite updates.

To avoid unnecessary delays/errors:

- Please proof read before submission, checking all dates and contact details
- Please do not submit draft copies*
- Please do not alter font size/colour
- Please do not insert bullets or pictures into the boxes below

* If you would like advice/guidance on your draft submission please email ebirch@cilex.org.uk under separate cover.

1. ABOUT

(NB In this section, we use a standard paragraph for every branch web page. However, if there is anything you would like to add to your individual page, please insert the content below)

2. NEWS & EVENTS

Event:

Event date:

Event time:.....

Event location:

Cost:

Description:

3. CONTACT US

Address information:

Additional information if relevant (e.g twitter/facebook)

4. JOIN OUR BRANCH

(Please provide any information which you feel will attract the interest of prospective branch members. For example: Benefits of joining, membership fees, joining instructions & where to send branch membership forms, feedback requests, suggestions for events)

5. SPONSORSHIP

(Please provide information of sponsorship you may have. Any sponsor's logos should be emailed to ebirch@cilex.org.uk for uploading onto your microsite)

6. BRANCH SERVICES

(Please provide information on the services your branch may offer. For example, study groups, CPD workshops, revision days, social/networking events)

7. COMMITTEE

Chair:

Email address:

Contact address:

Secretary:

Email address:

Contact address:

Treasurer:

Email address:

Contact address:

Other Officers:

Committee Member:

Email address:

Contact address:

Committee Member:

Email address:

Contact address: