

Trefoil Guild Website

Pro forma for submitting information/updates for website

What was the activity?	
Where was the activity?	
When was the activity?	
How many members were involved?	
What happened?	
Have you enclosed a photo?	YES NO
Have you enclosed a CD?	YES NO
Who took the photo?	
This information is important as there may be copyright issues. Obtaining copyright clearance is the responsibility of the Country/Region or County/Guild submitting the image. Proof of clearance must accompany any image submitted. See also notes below.	
Guilds involved?	
Name of County and Country/Region?	
Who wrote the article?	Name: Address: Telephone Number: Email:
Please also ensure that all Trefoil Guild members in all the photographs provided are agreeable for the photos to be used for any Trefoil Guild purposes, i.e. magazine, publicity material.	
Parental consent must be obtained if children are in the photograph.	

Completed forms (together with photographs) should be either emailed to:-

Barbara Peart - diheime@btinternet.com OR
Veronica Threlfall - veronica@threlfall.org.uk

Or posted direct to:

The Trefoil Guild Office, 17-19 Buckingham Palace Road, London, SW1W 0PT

Date added to Website		By whom	
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