

## iWISPA Dates for 2021

<b>Edition</b>	<b>Copy submission deadline</b> <i>Wednesday before publication</i>	<b>Publication Date</b> <i>1st Monday of month</i>
March	24 February	1 March
April	31 March	4 April
May	28 April	3 May
June	2 June	7 June
July	30 June	5 July
August	28 July	2 August
September	1 September	6 September
October	29 September	4 October
November	27 October	1 November
December	1 December	6 December
January 2022	29 December	3 January

Please email any content you wish to be included by **midnight** on the deadline date, titled **iWISPA content** to **wispa@warwickshirescouts.org.uk**

If you need a bit more time this can usually be accommodated, however it's useful to know something is on the way to help with planning and formatting the content. Please drop the team a line and let us know something is on the way.

When sending files containing content, particularly those containing images and logos, it would be helpful if you could send in the following formats:

- Pictures, images and logos - **jpeg or png** files
- Copy - email, MS Word or a text file is ideal. If you have used a logo, image or picture, a separate **jpeg or png** file is also needed.
- Documents for loading to the website for download - PDF, MS Powerpoint or MS Word are best.

This will help us to try to recreate your vision in the email template.

You're always welcome to send PDFs as a means of providing copy or a suggested layout etc, but any images, pictures etc will also need to be sent as separate files. While on some occasions it's been possible to convert a PDF to another file format, it's not always successful.

Converting copy and files to the right format is often where the time is spent each month rather than compiling the email. Your support with this will be much appreciated.

Any questions?

Email:

iWISPA/WISPA

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