

Producing a Leaflet

- Decide why you want to produce a leaflet: e.g. to make people more aware of an issue, to give people tips on what they can do about something.
- Decide on the main points for your leaflet about that topic or issue.

Topic/issue: _____

Main Points:

1. _____

2. _____

3. _____

4. _____

5. _____

Checklist

- Will you use pictures or diagrams in your leaflet design?
- A rough draft of the leaflet is a great way to check for any errors.
- Who you will give the leaflets to and how this will be done?

Who? _____

How? _____

When? _____

- How many photocopies of the leaflet are needed?
- Decide who will organise the photocopying:

Organiser: _____

- Find out if you need permission to give out the leaflets.
- Write out the main points of the phone call and what follow up action, if any needs to happen.

Main Points:

Follow – up:

