**News listing and social media details**

**News item title** (Maximum of 15 words where possible)

**News item content** (Attach to email separately if text is particularly lengthy and advise here that an attachment has been provided instead)

**BTS committee the new story relates to if applicable**

**Date to be published** (Use a specific date if related to the news story, ‘ASAP’ if urgent, or a broader timescale request if it is less time sensitive)

**Weblink to external site where needed**

**Logo / image included (Y/N)?** (Attach to email with this template)

**To be added to BTS Twitter and / or LinkedIn?** (Please select as appropriate)

**BTS Twitter BTS LinkedIn**

**Relevant Twitter handles** (e.g. key society, organisation involved)

**Suggested draft tweet** (Maximum 280 characters)

**To be added to BTS homepage slider? (Yes/No)** (CSC approval required)

**Requested homepage slider title** (Maximum 10 words where possible)

**Requested homepage slider summary** (Maximum 30 words where possible)

**Does this news story also have future key dates or information?** (If yes, please provide details – e.g. registration closes, results announced, meeting takes place)

Once complete, please send the following information to both **bts@execbs.com** and **editor@thebts.org**:

1. This completed form
2. Any logos or images required
3. Any further useful information on the news story
4. Details of relevant BTS contacts involved