

## Sobus Newsletter FAQ's

### **How many organisations receive the Sobus newsletter?**

Sobus emails out a newsletter to 500+ organisations on our database once a month.

### **How frequently does Sobus send a newsletter?**

A newsletter is sent at the start of each month. If you have a news item, event, activity, consultation, job vacancy or anything else that you want to promote to the Voluntary and Community Sector, that work with people in Hammersmith and Fulham then please send it to us.

### **When do I need to send the information to Sobus?**

You need to send us your information by the:

- 16th of the month at the latest so that it can be considered to be included in the newsletter that will go out the following month.

### **What do I need to send Sobus?**

Please send us a title, brief description (100 words) and any information you want attached in PDF or word format (file size no bigger than 3MB).

### **Where do I need to send the information?**

Please send the information above to [news@sobus.org.uk](mailto:news@sobus.org.uk) Information sent to personal staff email address may not get picked up due to annual leave or sick leave so please do not send it to any personal email addresses.

### **Where else will Sobus promote my information?**

Selected news items will also be promoted on the Sobus website and social media.

### **Is my information guaranteed to be sent?**

Sobus will endeavour to ensure that your information is promoted in a timely fashion however there may be times when it is not possible to include it in the next newsletter. Sobus reserves the right to decide what is included in the newsletter and all content sent to us must conform to Sobus Equality and Diversity Policy.

### **What if I want my information sent out as a standalone promotion?**

Sobus can organise standalone promotions for a fee. Please email [news@sobus.org.uk](mailto:news@sobus.org.uk) and in the subject include paid promotions and we can discuss your requirements and the associated fee.