

# Filling in a Group flyer for your group

Please note that the East Grinstead U3A Committee requests **ALL** groups to document a **Group Flyer**.

This will be a laminated document on display at the recruitment afternoon by your table. Even if your group is currently full it is important to display the flyer, because this is our main opportunity to recruit new members, and a first class opportunity to get new groups started where a group is full or nearly full. So we want each and every group to produce a flyer. Please don't worry about getting the format right: the committee editor will ensure that everything fits and looks the same. So if you are unable to use a word processor, just send the required information in plain text and we will format it appropriately

## THE BASIC INFORMATION BOX

The outlined box at the top of the sheet is designed to give the potential new member as much information as possible, about:

- The name of your group
- When and where you meet, and the date of the first meeting in 2018-19
- Whether the group is **FULL** or **OPEN**
- The name of the Group Leader and how to contact him/her

Note that if you do not wish your phone number(s) or email address to be made public you should leave those areas blank.

## DESCRIBING YOUR GROUP

### Content

This section is free format and should fill up no more than the remainder of the A4 page, but should aim to explain a bit more about your group, and should help to answer questions for potential new members. Conversely, the Group Description needs to fill out most of the remainder of the page: a two-liner description would look poor. Consider answering some questions like these for example:

- How long has the group been in existence?
- What types of subjects do you cover?
- Is your group primarily a leisure activity group or a learning group?
- Will new members require a minimum basic knowledge in order to participate?
- Do you run a course of lessons or is each meeting a stand-alone event?
- Can you give examples of subjects of recent meetings?
- Do you organise visiting speakers?
- Do you organise special events?
- Do you arrange outings or visits especially for your group? Can you give recent examples?

### Font size, type and spacing

The description needs to be readable at arm's length if possible, so should be in a large typeface, with sensible line spacing. To ensure consistency all group documents will be printed in the same typeface, font size and line spacing.

This will be arranged by the editor. Currently, the best option appears to be Calibri 16 point with 1.5 line spacing. As a guide, depending upon formatting, you should be able to get a maximum of between 200-250 words in the description