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**Nature Play QLD Blog post guide**

**For general blog submissions**

**Please return the following in word**:

1. TITLE of your blog post:
2. Your name & organisation/school:
3. Location (in QLD):
4. Email address (internal use only):
5. Do you wish to remain anonymous?
6. Short summary or ‘teaser’ for blog homepage (100 words):
7. Captions for all photos, or links to YouTube etc:
* Photo 1:
* Photo 2:
1. Blog content (usually approx. 700-1000 words in a non-formatted word document).
2. We support you to promote yourself or your organisation with your organisation blurb or bio (100 words) at the end of your blog, if you wish.

**Other tips:**

* We recommend providing at least one photo to support your blog post (please ensure you have suitable approval to use the photo, particularly those of children).
* If you’d like images inserted at specific places, please simply request with words at the desired place eg - [insert image124.jpg here]
* We encourage you to use links to strengthen your content, where practical. To do so in a way that will help us with formatting, please write the url next to your desired word. Eg, [Nature Play QLD [www.natureplayqld.org.au](http://www.natureplayqld.org.au) promotes outdoor play.
* Please submit your blog to marketing@natureplayqld.org.au in a word document with photos attached as .JPG files
* Once you blog has been reviewed, we will let you know if its approved to be added to the Nature Play QLD website.
* If approved, you will be sent a draft if any changed have to be made. This will just be slight grammar/spelling changes, not structure changes.
* Once you have approved the draft, we will publish on our website. You will be sent a link once the final is live.