

How to Submit Your Programme for the Local Societies Events List

Members of the Association are invited to submit their programme of meetings and other events for inclusion in the Events List which may be downloaded from this website.

Please submit your programme by email to David Jones at events@gloshistory.org.uk

To save the editor typing out all the details we request that you follow the format described below. This will enable the editor to copy it directly into the Excel spreadsheet.

Here are some samples to show you how it's done:

05/09/2024#Maisemore Local History Society#AGM followed by Gloucestershire metal detecting with finds to see (Nicola Potter)#Maisemore Village Hall#7-30 pm
03/10/2024#Maisemore Local History Society#A boy in Tetbury based on a Cotswold autobiography 1905 – 1930 (John Peters)#Maisemore Village Hall#7-30 pm
07/11/2024#Maisemore Local History Society#The Gloucester invention of the vacuum cleaner (Paul Drinkwater)#Maisemore Village Hall#7-30 pm

Format

As above, you need to put the following information for every talk

Date#Society name#topic and speaker (speaker in brackets)#Venue#Time

Note that you must make use of the hash # character to separate the different parts of the entry.

Please don't add extra lines between entries.

When complete, please email your programme to events@gloshistory.org.uk in one of the following ways – set out in order of preference for easy importation into the Excel spreadsheet:

- (1) - in a 'text' document as an attachment to the email;
- (2) - in the body of the email;
- (3) - in a Word or OpenOffice document as an attachment to the email;
- (4) - in a 5-column Excel spreadsheet as an attachment to the email.

It would be helpful if you would also attach a PDF version of your programme for cross-checking.

Key Points:

Date must be in form 01/09/2015 or 01/09/15;

Speaker's name must be in brackets () with a space before the brackets ();

Venues should not include their "full" addresses - just the name of the venue;

Time must be in am/pm format and of the form 7-30 pm or if on the hour 8-00 pm (use a dash not a dot, and include a space before the 'pm');

Please do not include past events or "To be announced" events, as they will be not be included.

The most common errors (please check before sending):

Don't include a space before or after the "#"

Make sure you use the designated date format.

If you need assistance, please contact David Jones on 01452 345613 or events@gloshistory.org.uk

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