

# Sharing your story with Southampton District

A template to help you share your story in 6  
short steps...

1

Headline – imagine you're on a bus and you have to shout out some big news to a friend driving past... what is the essence of your story?


2

1st paragraph – who, what, where, why, when, how – key facts that should be in your story – use everyday words and keep it as short as possible


3

2nd paragraph – more details about your story - use everyday words and keep it as short as possible


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A template to help you share your story easily  
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4

3rd paragraph – a quote from someone involved that helps  
bring your story to life

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5

End with a call to action – how can someone get more info/get  
involved/contact details etc

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6

For internal use only – have you attached a picture (if so, what  
of?); and contact details so the Southampton District team  
can follow up with you.

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