

Leaflets Engaging and Informing People

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Why use a Leaflet?

- Popular
- Informative
- Eye-catching
- Easy to pick up
- Easy to read
- Easy to carry
- Inexpensive

Developing a leaflet

- Choose your location or topic
- Initial planning visit
- First draft
- Collect illustrations
- Preliminary layout
- Refining your project
- Funding
- Printing & distribution

Choosing your location or topic

- Is it interesting to a wide audience?
- Do people go there?
- Is it accessible?
- Are the geological features easily visible?
- Are the geological features easy to understand?
- Is there an overall "take-home message"?

Initial planning visit

- Make up a small group
- Walk round the area listing features of interest
- Assess route, paths, accessibility, hazards
- Assess how to get there public transport, car parking
- Note any other features interpretation boards, visitor centre, refreshments, toilets
- Re-evaluate suitability for a leaflet

First Draft

- List each feature aim for 6-8 in final version
- Note any additional relevant information – local history, personalities
- Are there any geological features which provide an opportunity for indepth explanation?

Collect Illustrations

- Revisit area and take photographs
- Maps
- Diagrams

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Preliminary Layout

- Start sketching out ideas
- Software
 - CorelDraw
 - Powerpoint
 - others
- May need to involve a designer!

Refining your Project

- Team meetings to review progress
- Correspondence with designer
- Follow-up site visit to review, check and validate

Funding

- May be difficult in current economic climate
- Own funds
- Sponsorship
 - Corporate
 - Private
- Specific fund-raising events
- Don't lose heart!

Printing & Distribution

- Most economical quantity
- Designer may be able to arrange or advise
- Distribution outlets target appropriate people to avoid waste
- Exhibitions, displays and open days





