



SUBMITTING ITEMS TO HASO CHECKLIST

Have you...

- Provided your full contact details including phone number and email in case we need to contact you?
- Provided a photo (if needed) and checked that any people in the image are happy to appear on HASO?
- Provided any logos or other charts or images you want us to use?
- Let us know what date you hope to have the item published by?



Don't forget!

Our weekly submission date is 4pm on a Monday. If you miss this deadline your item will be held over for the following week's submission.

Publication dates: simple news items (with no formatting required) received on a Monday will be published by Thursday of the same week for circulation in the newsletter. News items that require additional formatting, case studies and toolkit items will be published at the earliest by the Thursday of the following week and normally within 3 weeks of receipt.

Please note that by submitting content you are granting HASO the non-exclusive rights to use, copy re-purpose and display this information, tools, resources or photos at our discretion.

