

Involvement opportunity checklist for PHWE newsflash/website

Here's how to write a public involvement opportunity to advertise in our Newsflash and on the PHWE website.

We might not list all the items below separately, but they are a good reminder of the sort of information people need to help them decide whether to get in touch with you.

All the information you provide will go in the entry we put on [the involvement opportunities page of our website](#) and a summary will also go in our [Newsflash](#) (usually fortnightly)

Involvement opportunity - Title of involvement opportunity
For: Who is it for? E.g. all members of the public/only those with a particular health condition or experience/carers as well/etc
What: What is it? Clear details of who you are and what you're expecting people to do.
When: When is it? One-off discussion group/regular sessions/how long will each session take/over how many months.
Where: Where is it? (or is it only by email/post)
Expenses: Is it paid? Will there be payment/reimbursement of travel costs/etc
Closing date: When should interested people respond by
More information: If at all possible, give a web address here, so that people can find out more without committing themselves. Also give a contact name and email/phone number.