The Camping and Caravanning Club

Greenfields House, Westwood Way, Coventry CV4 8JH

Green Paper Number:	**5.8 (version 4)** *please replace version 3*
Subject:	**Guidelines for Submitting Entries for Out & About**
To:	**Site Secretaries** **Section and Region Site Co-ordinators**
From:	**Marketing and Communications Director**
Direct Line No:	**02476 475230**

All Club events, where camping is to take place, must be recorded on the Exempted Camping Database. This can be done by either:

- Inputting the details directly into the Database or
- Completing forms and sending them to the Exempted Camping Department at Club HQ

These forms are available from the Exempted Camping Department, or can be printed directly from the *Downloads Area* of the Exempted Camping Database.

Out & About: Meets & THSs

The current Communications Committee policy allows submissions to be made for publication in Out & About up to a maximum of 300 character keystrokes for Meets and non-camping notices, and 540 character keystrokes for Temporary Holiday Sites.

Meet and THS details will be published in Camping & Caravanning magazine's printed edition, digital turn-page edition, on the Club's website and via the Out & About app.

For Meets, the count will start after the date and will include spaces, full stops, commas and other punctuation, but will not include the Club unit name or event reference number.

If desired, the Club unit website address will also be included just below the unit name header and will not be part of the 300 keystrokes. Please advise the Out & About team of the address to be used via: outandabout@campingandcaravanningclub.co.uk

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To National Councillors ✓

To Region Secretaries ✓

To Section National Secretaries ✓

To District Association Secretaries ✓

To Section Area Secretaries ✓

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For THSs, the keystroke count will start after the date and location header and will include spaces, full stops, commas and other punctuation, but will not include the Club unit name or event reference number.

The number of keystrokes for online entry free fields “Site Routing” and “Additional Information” will be limited to 1,000 characters each. This includes spaces, full stops, commas and other punctuation.

Please note that for both online and offline, any entries submitted on paper that are longer than the allowed keystrokes will be cut off. For entries submitted through the Exempted Camping Database, the system will automatically limit the keystroke entry to the permitted maximums.

For joint Meets or THSs, only one unit should submit the event through the Database and any partnering unit should submit a written Out & About notice quoting the event reference number to: outandabout@campingandcaravanningclub.co.uk

Abbreviated words help to keep the character count low. A copy of the abbreviations can be found on the Out & About introduction page published monthly in Camping & Caravanning and available online when submitting events through the Database.

Featured Events: (*Formerly You Are Invited)*

Please remember that **Featured Events**, formerly called You Are Invited, should primarily be used for early announcement of special events, non-camping events, or camping events of special interest or particular importance to Club units. Only six **Featured Events** entries are available to Club units in each calendar year.

To submit entries for **Featured Events** and non-camping event notices to Out & About, please email: outandabout@campingandcaravanningclub.co.uk or write to: Out & About at the Club HQ address.

If a Meet or THS notification is requested as a **Featured Events** entry, please ensure the event is recorded to the Exempted Camping Database prior to sending the **Featured Events** notice to Out & About. The notice sent must include the event reference number.

Featured Events entry notices must include details of the month in which they should be published in this section of Out & About. You may send all of your six entries in one communication, prior to the first event’s publication deadline - they do not need to be sent individually. However, if you are sending notice of more than one event, each must state the magazine issue in which it is to appear.

Non-Camping Information

Information such as AGM notices, a list of contacts, or NFOL block-booking information should be sent to: outandabout@campingandcaravanningclub.co.uk or write to: Out & About at the Club HQ address, confirming the details that are required to be published. This type of information may not be submitted via the Exempted Camping Database.

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New Event Names

Following the launch of the new Out & About app and updated Out & About Online, names of specific sections in Camping and Caravanning magazine have been changed to improve consistency and member understanding of the different types of Club event:

- **You Are Invited** has changed to **Featured Events**
- **Holidays Every Weekend** has become **Club Meets**
- **Sites for Holidays** has been named **Temporary Holiday Sites**

Camping Event Corrections

Corrections to Meets or THSs must be submitted via the Exempted Camping Database or directly to the Exempted Camping Department and not to the Out & About team.

Publication Deadlines

The deadline for Out & About entries remains the eighth of each month at 4:45pm approximately seven weeks prior to publication. For example: 8 November for the January issue or 8 February for the April issue. An up-to-date publication schedule is available by emailing: outandabout@campingandcaravanningclub.co.uk

Tips

- Remember to use the abbreviations
- Prioritise the importance of the information being submitted
- Ensure all essential information is included
- Keep all other information as brief as the keystroke count allows
- Consider alternative words if shorter

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