

The Write On! Submissions

Email: _____

Introduction

So we have a record that you have given your permission to use your submission and so we can contact you regarding your work in the future, please complete the following questions. As per our submissions T&Cs (<https://pentoprint.org/tandcs/>)

Please use your real name when giving details for the submission, we will use any supplied 'Pen' names or pseudonyms when publishing.

If the submission is for anyone under 18 years a parent /carer/ guardian must complete this on your behalf.

You can make a preference for where you would like your work to appear, however the editorial team will make the final decision on where it will appear. We will contact you to let you know when your work is published and send you the relevant link. (We will hold submissions for up to six months, after six months, we will delete your submission and any personal information associated with it from our records, unless otherwise discussed.) Please note, by submitting you give permission for your work to be edited, in keeping with Write On! editorial policies.

You can withdraw your permission to published at any time. If we have already published, we will endeavour to remove content published online as quickly as possible. However, we cannot guarantee that we can recall printed material (e.g. Write On! magazine) after publication.

If you have any questions about this form or submitting to Pen to Print/ Write On! please contact the team at pentoprint@lbbd.gov.uk.

Your details

Your details will only be used for administration purposes for Pen to Print's Write On! Magazine, Write On! Extra and Write On! Audio, as set out in the Submission Terms & Conditions (<https://pentoprint.org/tandcs/>). You must agree to these terms and conditions to submit your work.

Full name: _____

'Pen' name/ pseudonym (optional): _____

Address Line 1: _____

Address Line 2: _____

Town/ City: _____

County/Region: _____

Country: _____

Post Code/ Zip Code: _____

If you want to share social media digital links with your work when published? (This will be viewed by the public) If yes, tick here:

Facebook ID: _____

Twitter ID: _____

Instagram ID: _____

LinkedIn ID: _____

Website address: _____

Other digital link (Please say which platform it is for): _____

Write On! Submission

Title of piece: _____

We have a suite of publications to which you can contribute. If you have no preference, we may like to share your work in multiple places in Write On! magazine, on one of our Write On! *Extra* pages online or recorded and included on our podcast Write On! *Audio*. If you have no preference please submit to 'Anywhere in the Write On! suite of publications'. If you have a preference, please select the page or publication in which you are interested. NB: It will be the editorial team's decision where work will finally be published expressing a preference will not guarantee publication in the area you have selected.

Where would you like to submit? (Tick the box where you would like to submit your work. NB the editorial team may think your work is better suited elsewhere, we will contact you to let you know where you will be published.)

Anywhere in the Write On! suite of publications:

Write On! Audio (podcast):

Any Write On! Extra Page:

Write On! Extra Features:

Write On! Extra Interviews:

Write On! Extra Spotlight:

Write On! Extra Showcase:

Write On! Extra Monday Moments:

I have read Pen to Print / Write On! Terms and Conditions of Submission: Tick here:

Click here to view T&Cs: <https://pentoprint.org/tandcs/>

Please confirm that you agree to the submission Terms and Conditions

I have read and agree to the Pen to Print/ Write On! Terms and Conditions of Submission: Tick here:

IMPORTANT: Please send us your written pieces as a .DOCX or .PDF file for inclusion by email to pentoprint@lbbd.gov.uk

Have you submitted a Photo/Image/Video: If Yes, tick here:

Photo Image & Video Permission

Thank you for submitting your photographs, images or videos in our publications, publicity relating to marketing, on our website, on social media and in campaigns.

To meet with current UK GDPR legislation we require you to give permission to use your image/photo and or video submitted. Please read the Barking and Dagenham Council/ Pen to Print photo/video consent information here along with links to how we use your data and the council's Privacy Notice.

You can download a copy of this information here: <https://pentoprint.org/wp-content/uploads/2022/05/Pen-to-Print-BD-photo-and-video-consent-information.pdf>

Barking and Dagenham Council / Pen to Print / Write On! would like to use the photos, images or videos submitted here for the use in our publications and/or publicity relating to Pen to Print /Write On! / Write On! Extra/ Write On! Audio

Our policy is to retain unused images/videos for two years at which point they will be reviewed. If we would like to use your images after two years, we will contact you to renew consent, if not they will be deleted. If we have used images in marketing and publicity, after two years, we will contact you to renew consent, if not they will also be removed and deleted.

For Pen to Print and Write On! publications and online projects any images, photographs or video used in print publications and/or in published online articles or digital projects will be retained for the lifetime of the publication or online/digital platform or project.

Images used in publicity, on social media, online and in a digital only format can be removed at any time if you withdraw your consent.

If you wish to withdraw your consent at any time, please email pentoprint@lbbd.gov.uk and we will try to remove any images or videos featuring you as soon as possible, but please note that this may take a bit longer in the case of outdoor advertising (e.g. billboards, posters). While we will endeavour to remove your/your child's image from social media, websites etc. Once material has been printed and distributed, we no longer have control over that material and as such recalling all magazines, flyers or other print materials that may have the image of you or your child will not always be possible.

You can find out how we use your data here: <https://www.lbbd.gov.uk/how-we-use-your-data>

Please tick the box from the options below if you agree for your photos/ video being used for:

Write On! *Magazine* (Including the digital version online <https://pentoprint.org/magazines>)

Write On! *Extra* (hosted on <https://pentoprint.org>)

Write On! *Audio* (hosted on Anchor FM)

Social Media (e.g. Twitter, Facebook, Instagram)

Press (Images or videos may be sent with accompanying press releases to both local and national publications including online-only news media)

Advertising (This could be both print and digital advertising, including billboards)

Other third parties (this could be Arts Council England, other local councils or national organisations)

Please confirm that you understand that this image, photograph or video will not be used for anything which may be viewed as negative in tone, or that could cause personal offence, embarrassment or distress.

I agree that I understand that this image, photograph or video will not be used for anything which may be viewed as negative in tone, or that could cause personal offence, embarrassment or distress: Tick here:

Please tick box to select the media you are submitting.

Photo

Video

Name of filmmaker/photographer: _____

Date of photography/filming: _____

Image ref (file name): _____

Description of subject: _____

Declaration

Thank you for your submission.

If you wish to withdraw your consent at any time, please email pentoprint@lbbd.gov.uk and we will try to remove your submission including images or videos featuring you as soon as possible, but please note that this may take a bit longer in the case of outdoor advertising (e.g. billboards, posters).

While we will endeavour to remove your/your child's submission including any image from social media, websites etc., once material has been printed and distributed, we no longer have control over that material and as such recalling all magazines, flyers or other print materials that may have the image of you or your child will not always be possible.

Please confirm that you have read and agree to the submission Terms and Conditions. You can read and download them here: <https://pentoprint.org/tandcs/>

I have read and agree to the Pen to Print/ Write On! Terms and Conditions of Submission: Tick here:

NB: For your protection, this form *must* be fully completed and returned to Pen to Print along with your submission. To meet the submission Terms and Conditions you *must* email this to: pentoprint@lbbd.gov.uk

Failure to complete this form or send it to the correct email will result in your submission being ineligible to be published by Write On! /Pen to Print and your work and details will be deleted from our records.