

Format for LGP Approved Contractor Items in LGP News

Deadline: LGP Approved Contractor items for the LGP News are due by 25th of the previous month (i.e. due on 25 January for the February edition). LGP News is published in the first week of the month.

Submissions should be emailed through to info@lgp.org.au with “Item for LGP News” in the subject line.

Please include the following:

1. Business/organisation name & LGP contract number (if known)
2. Up to 100 words describing your announcement

We would like your segment to include one of the following options below.

Items for the newsletter should be of benefit to councils. They should include;

- Case studies (preferably council projects) where the product has saved money, time, etc. or promoting sustainability e.g. energy efficiency
- Running demos or training you may be holding or an event to be hosted. It needs to be more than advertising a product. The product must be relevant to the article you are promoting. We try to avoid including items that are pure add or a specifications sheet.

3. An image to accompany your 100 words (if possible)
4. An image of your company logo
5. A link to a PDF\Word Doc where more detail about this announcement is provided
6. A link to your website
7. A contact person’s name, email address and phone number.

An example of the article in LGP News is below:

Supplier name goes here

LGPXX.XX contract number
and name here

Up to 40 words here, words
words words words words
words words words words
words words words words
words words words words
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words words words words
words words words words
words words.



If you would like more information please contact Selina Pinheiro **Local Government Procurement** or info@lgp.org.au or on 02 8270 8743.