|  |
| --- |
| Headline (10 words max) |
| **Summary (30-40 words summarising the main message of the article)** |
| Body text (aim for 400-600 words, and please try to include quotes from people involved) |
| **Support material:** insert preview below |
| **Image 1** to be used as background image behind the headline (preferably not too much white) |
| **Image 2** to be used as thumbnail photo and in the article |
| **Image 3 or testimonial video** to be used in the article |
| **Add photo descriptions + name of photographer for all images/videos**   1. Insert description. Credit: Name Nameson 2. Insert description. Credit: Name Nameson 3. Insert description. Credit: Name Nameson |
| **Please make sure all people in photos have consented!**   * Photo release forms can be downloaded here: [photo release](https://www.pdjf.dk/wp-content/uploads/2020/07/EN_Photo-release-PDJF.pdf) |

## *Procedure*

*Please send your* ***text and original photo(s)*** *in email to* [*abchristensen@grundfos.com*](mailto:abchristensen@grundfos.com)

*Articles are reviewed before publication on the Foundation’s website* [*pdjf.dk/en/news/*](pdjf.dk/en/news/) *and/or Grundfos Insite:* [*grundfos.sharepoint.com*](https://grundfos.sharepoint.com/sites/Intra-012252/Pages/default.aspx)*.*