

1 Society Trails Team

Let your Trails of Discovery Area Representative (TODAR) see your DRAFT Questions and Answers before fitting them into the template. This saves a lot of 're-jigging' at a later stage. Once you hear back from the TODAR, you are ready to put the plan, text and pictures onto The Arts Society template. The templates are available on the Trails of Discovery microsite. Your TODAR will arrange a sign-in to this site for you. When you think you have finished designing your Trail it's time to check it. The first 'check' should always be done by your Society team. Go around the building to check important details such as wording on memorials, plaques, etc. and the location of questions.

Check:

- that the font is Tahoma as per the template
- that the **TITLES** are in bold CAPITALS
- that you have not included the word THE i.e. **FONT** not **THE FONT**
- that you have retained the gaps between boxes
- that you have used the correct address and postcode on both sheets
- that the plan of the building has clear numbers to help locate the questions
- that you have added labels to the plan that may be helpful e.g. NAVE, CHANCEL
- that the pictures are as clear as possible
- that you have left sufficient room for the children's answers & drawings
- that you have used the lines & boxes provided at the side of the Publisher template, or on the last page of Help Sheet 5.

At this stage we suggest you trial your Trail with a small group of children and accompanying adults who have not been involved with the making of the Trail. You may wish to make amendments at this stage. When you are happy that everything is correct, send it to your TODAR to see if you have missed anything.

2 Trails Area Representative

The TODAR will also check for the above in case you have missed something. They may suggest things that need to be changed before it is ready to send on to The Arts Society. It is important that you work together to make your Trail as good as possible at this stage. The Trails team may not know your building and will be checking for accuracy, readability, consistency and The Arts Society 'house style'.

3 Final Check

The Arts Society wants all Trails to be as good as we can possibly make them and worthy of The Arts Society logo, so things may still need changing, even at this late stage. Better to hear it now than be corrected after your Trail has gone to print and is in the building. We will be looking for typos; grammatical errors; inaccuracies with factual information and may suggest something in the layout that can be improved. We report back to the TODAR who will let you know what has been suggested to improve your Trail before the final Trail goes to the Volunteering Department.

When the Society team and the TODAR are happy that everything has been completed, the TODAR will let you know that your trail is 'completed'. They will send your Trail (in pdf format) to the Volunteering Department, and it will be added to the national portfolio of Trails. Now you are ready to plan your 'launch'. (See Help Sheet 6 'Launching a Trail')