Checking a Children's Trail

Please check the following before sending the 'final' draft to your TODAR.

Always use The Arts Society approved template. Font: Tahoma 10 or 11pt for text boxes and Tahoma 11 in **bold** for **TITLES**

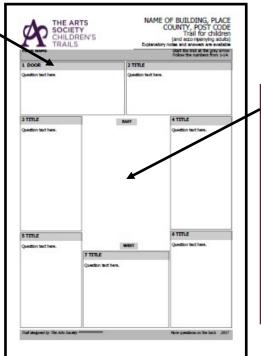All Trails should reproduce clearly

Allow enough space for the children's written answers and drawings

Please leave the heading as it is on the template i.e. replace BUILDING with the name of the BUILDING, PLACE, COUNTY and POSTCODE

Tahoma 11 **bold** numbered titles in CAPITALS with grey background (no full stops after the numbers).

Keep the gaps between boxes as they were designed—lined up neatly, particularly if you make changes to the box size.
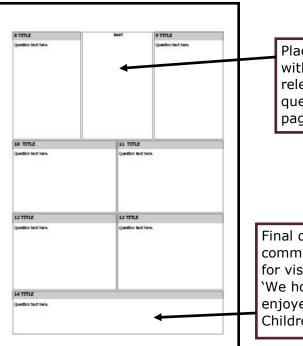
Retain the margins as they are on the template

Plan in centre: clear numbers in **BOLD** to show the route for this page.

Mark relevant parts of the building e.g. **NAVE.** Use a black block arrow with grey fill to show the way into the building.

Place plan here with numbers relevant to the questions on this page.

Final question or farewell comment e.g. 'Thank you for visiting our building' or 'We hope you have enjoyed The Arts Society Children's Trail'.