



Medway Volunteers Giant Jigsaw & Video Guidance Notes



The Giant Volunteer Jigsaw will be a compilation of the Jigsaw Pieces sent in to us. The Jigsaw will be printed on a 3m by 1.5m banner and displayed on the Dragon Charity building in Chatham during Volunteers Week 1st – 8th June.

Video soundbites from the volunteers appearing on the Jigsaw will be released to the media and public so that their voices can also be heard.

Inside this pack you will find all the information you need to take part so we can help celebrate you and the other amazing Volunteers in Medway.

‘Putting the ‘Unity in our CommUnity’



**Join Us In
Celebrating
Medway
Volunteers during
Volunteers Week
2021**

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DRAGON
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MVA
Medway Voluntary Action
Supports • Enables • Empowers



Guidance Notes For Your Jigsaw Piece



Doing Your Jigsaw Piece

- There are 5 A4 sized jigsaw piece template designs for you to choose **one** from in this pack.
- When doing your jigsaw piece you **must** keep within the black jigsaw piece template lines, as everything outside of the black line will be erased when it goes to print.
- When adding any photos/images it is best to keep them as **central** as possible, so we can see them better, as the overall effect of the final design will be of 'scattered' jigsaw pieces.
- You can either complete your jigsaw piece by hand or you can do it direct on your computer.
- On the next page we have included a completed jigsaw piece for you as an example.

Sending Your Jigsaw Piece In To Us Is Easy

There are 2 ways that you can send your finished jigsaw piece in to us:

- **On email** as a JPEG, PNG or PDF file attachment if you have done it on a computer. If you need any advice on how to do this please contact us on volunteering@mva.org.uk.
- **By post** if you have done it by hand to MVA, 5a New Road Avenue, Chatham, ME4 6BB. **Please make sure that you send it in an A4 envelope to maintain the integrity of the image.**

Deadline

The deadline for **ALL** jigsaw pieces and videos to be returned to us, to ensure that they go on public display during Volunteers Week, is by **12pm on Wednesday the 19th of May** at the absolute latest. This is so we can meet printing and media deadlines.

Accessibility

If anyone needs a copy of any of these notes in a different format, such as in large print, please contact us on volunteering@mva.org.uk.

We want as many Volunteers in Medway as possible to be able to take part so if you are unable to do your own jigsaw piece or video please get in touch so we can help. If you have any other questions please get in touch with us on volunteering@mva.org.uk or give us a call on 01634 812 850.

Example
Of A
Completed
Jigsaw
Piece



Lisa M
Volunteer at
Walderslade
Together
& Involving
Medway

Involving
Medway
Building healthier communities



Guidance Notes For Your Video



Doing Your Video

- When doing your video please ensure that it is between 15 and 20 second long maximum. We appreciate this is short, however we have a lot of wonderful Volunteers in Medway that will be taking part and all of the video clips will be compiled together into one video.
- You can take the video on your smartphone or on your laptop or PC. *If you need any help on how to do this please get in touch on the email below and we can help you.*
- Please only include **yourself** on the video for 2 reasons 1) We want this to be you and 2) When you sign and return the media release agreement form to us this only gives up permission to use your information.
- **What we need to hear from you on your video in your 15 seconds:**

“Hello, my name is _____ and I am part of Medway’s Volunteer Jigsaw because I volunteer with _____, which helps me to _____ (e.g. learn new skills, feel more connected to my community, feel good about helping people)”

Sending Your Video In To Us Is Easy

- Please send your video to us on email using volunteering@mva.org.uk. If you find that the size of your video is to large to send on email please get in touch with us and we can provide help on doing this.

Remember:

We want as many Volunteers in Medway as possible to be able to take part so if you are unable to do your own jigsaw piece or video please get in touch so we can help. If you have any other questions please get in touch with us on volunteering@mva.org.uk or give us a call on 01634 812 850.

Media Release Agreement Form

On the email sent with these notes you will find attached the Media Release Agreement Form. This form gives us your permission to use your photos, images and videos for promotional purposes.

Please note we cannot display and use your jigsaw pieces and videos without this form being completed, signed and returned to us alongside your items. Please contacts us if you have any questions about this.











