

Guidelines for completion

General Guidelines - all templates

Each template has been created as an editable PDF and will require Acrobat Reader (free software) to be installed on your computer.

- Font type is Trebuchet (use Ctrl E) to select font
- Font size is 10pt
- Please follow examples provided in the completed templates section leaving a clear line space between each entry.
- The page headings and some text have been locked down therefore not available to edit.

You will find most of the information required to complete these templates on www.visitscotland.com. Alternatively please use your own local knowledge.

Wi-Fi Poster

Free Wi-Fi provision within your establishment. Please use the free Wi-Fi poster and enter local instructions on how to connect to your free Wi-Fi

Practical Information

This template provides information on the local area for example police, hospital, banks etc. The headings in the template are provided as a guide and can be removed and others added as relevant.

Weather information should be provided here, and if you have printing facilities you can use either of these websites to print out the weekly forecast for visitors: www.metoffice.gov.uk or www.weatheronline.co.uk

Local Town Maps

Local maps for most regions can be viewed and printed from www.townguidesinteractive.com

Local Visitor Information

Keep the information simple and not too detailed, if visitors are looking for more detail they can ask a member of staff or even visit the website themselves.

What to See and Do

- List visitor attractions and activities within the local area within this section.
- These should list the name, QA/star rating, address, website/contact details, and opening hours if you have them.

What to See & Do

Grampian Transport Museum, 4 Star Visitor
Attraction Alford. AB33 8AE. Tel: 019755 62292
Open 1000 - 1700 7 days www.gtm.org.uk

Castle Fraser 4 Star Visitor Attraction, Sauchan,
Inverurie, Aberdeenshire, AB51 7LD Tel: 01330
833463 www.nts.org.uk

Food and Drink

- Things to include within this section - restaurants, hotels, pubs, cafés, farmers' markets.
- List the business name, address, contact details of business and website.

Food & Drink Garvock House 4 Star Hotel, St. Johns Drive, KY12 7TU. Tel: 01383 621067 www.garvock.co.uk Open from 0700 for coffee & food all day. Disabled access Pitbauchlie House 3 Star Hotel, Aberdour Road, KY11 4PB. Tel: 01383 72228 www.pitbauchlie.com Harvey's Bistro/Restaurant and dining room serving food all day. Disabled access
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Shopping

- This is where local knowledge really helps, provide details on relevant shops that people will have an interest in, for example any specialist shops, for food or drink - whisky specialist shops, mountaineering shops, kilt and local craft shops etc.
- List the business name, address, contact details of business and website.

Shopping Oban Whisky and Fine Wines - 19 Stafford Street, Oban Tel: 01631 570586 www.whiskyfix.com The Image - Clothing, 4/5 Airds Crescent, Oban Tel: 01631 566322
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Hidden Gems

- This is an opportunity for you to share your depth of local knowledge providing information on those special places that can't be found in a book or on a website. You can also provide here any other pieces of information only locals know that will really make the visit memorable.

What's On this week template

The information to be listed within this template can be found from www.visitscotland.com/see-do/events, you can search here within your own area and provide a date range. You will then be provided with a list of events which can be added to the template.

- List the events in date order, these should be in bold and underlined.
- Under each date list each event taking place on that date - please follow the example given - day, date, month
- Below this provide the details of the event - event title, you may want to provide an event description, for example Highland Games; please highlight this in italics, the venue, time, admission charge contact details and website.
- Once all events for that date have been listed move on to the next date.