

Support with publicity and printing

At the Resource Centre we can help groups to produce publicity and stationery, and provide administrative support.

We can offer this support to volunteer-run groups based in Brighton & Hove which are:

- ♦ Tenants' or Residents' Associations for Brighton & Hove City Council tenants and leaseholders, and/or
- ♦ Groups run by and for people living in an area of social housing, and/or
- ♦ Groups run by and for black and minority ethnic people, and/or
- ♦ Groups run by and for disabled people.

If you think you may be eligible, contact us to find out whether we can help.

We do not charge extra for these services. Your group will only be charged for the cost of the printing itself.

If you are a Brighton & Hove City Council Tenants' and Residents' Association, the council may pay us directly for the cost of your printing, so you may not have to pay anything at all. Ask us about this when arranging your printing.

Leaflets and posters

We can help you to design simple leaflets and posters for your group, using our computers here in the Centre.

We can sit down with you to work on them together, or we can take the details of what you would like and design something for you. We will help you think about how to ensure the important information is clear, and that the leaflets and posters are eye-catching and attractive.

We can also give you tips about improving your own designs, and advice about what will look best printed on our machines.

Once you are happy with your leaflets or posters, we can print them for you in our print room.

If you would like help with creating leaflets and posters, contact us or pop into the Centre during our opening hours, Tuesday-Friday 9am-4pm.

Stationery and merchandise

We can design and print stationery and merchandise for your group.

We can print business cards, stickers, banners and address labels. We can also design and make badges.

If you would like help with creating stationery and merchandise, contact us or pop into the Centre during our opening hours, Tuesday-Friday 9am-4pm.

Administrative support

We can also help you by printing out your papers (e.g. minutes, accounts etc.), so all you need to do is pop in and pick them up. Just email us the documents you need, along with the number of copies you want, and we'll do the rest.

We can also type things up for you, and help you to draft letters and emails. Contact us to discuss what you need.

Social media and email

We can help you to publicise your events and activities on Facebook. We will help you to set up a "Page" or "Event", and show you how to manage and promote it yourself from your computer or phone.

We can also help you to set up an email address for your group, and/or help you to design and write an attractive group email using Mailchimp.

For help with social media and email, contact us to discuss what you need and we will arrange a time to meet with you.