



**Highlights**  
what were the events highlights?  
\* \* \* \* \*

**Local realities**  
Any relevant local facts, details or statistics that you could add for context?

**Audience**  
is your report clear to someone with little or no knowledge of the project?

**Impact**  
what were the events results, conclusions, and new ideas, and developments for the project?

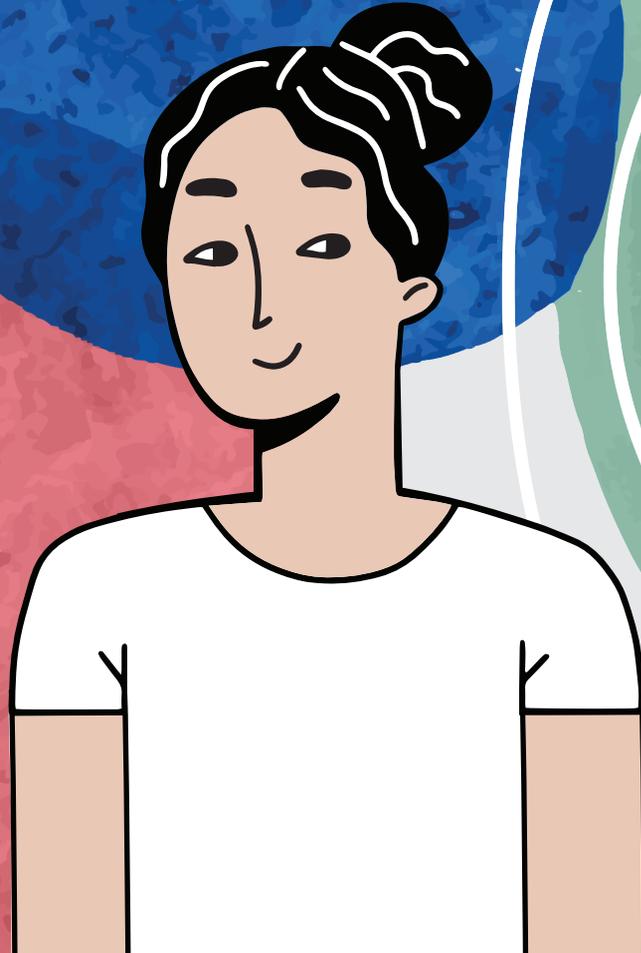


**Photos**  
Did you take photos (including some photos where the project logo is visible)?

**Quotes**  
what are people saying about Skills4Sports; do wants to hear their voices!

Jo's 7 questions about your report:

**Other Media**  
was your event covered by a newspaper, online website or other media outlet?

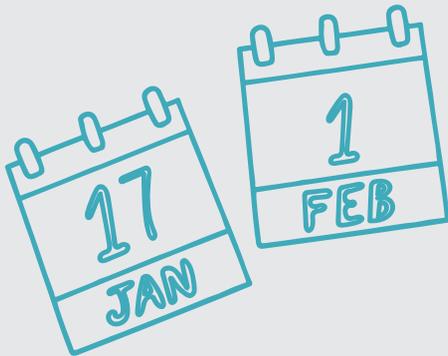


**Jo Coe**  
is a communication manager who loves sports! She follows football, tennis, and basketball, loves swimming and plays table tennis and chess. She is Sagittarius and her favorite dishes are falafel, gazpacho and ravioli. She is active in many grassroots organisations and movements and believes that sports can make a tremendous positive impact in the world. Jo firmly believes that sports are good for the health and well-being of people and also thinks that the sports industry offers fulfilling career paths. Jo Coe is a big fan of Skills4Sports! First thing that she does in the morning, over a cup of coffee or tea, is read the news, including Skills4Sports news, and think about the state of the world and her work. Her problem is that she cannot follow everything that is happening in the world - there is so much going on and she is overwhelmed by all of the information out there.  
For this reason Jo Coe sometimes has to ask questions and wait for answers....  
Can you help her?



## Share the news with Jo!

Did you have any meetings or other events with any stakeholders this week? Jo wants to hear about that!



## Planning an event?

If yes, please let Jo know!

## Keep Jo informed!

Did you organise or participate in any events presenting Skills4Sports? You have 7 days to report to Jo... your time starts now!



## Timing is key: the earlier... the better!

After an event, Jo looks forward to hearing from you...in 7 days or earlier!  
Upcoming event? Jo needs to know 10 days in advance...or earlier!

## Jo is here to help!

Need clarifications? want to brainstorm?  
Have suggestions? get in touch with Jo!



## Jo needs you!

Jo needs to read weekly posts about Skills4Sports - your input and assistance are essential!

