

## Questions for Ashley:

1. Logo – text in a circle around the edge of the locomotive. yes
2. Logo – do you want it as a line drawing (just an outline) or as an exact (including colour) scale drawing? Line drawing
3. Calculator - Do you want the costs and lists of costs and calculations to be printed as well as being displayed on screen? Yes to check
4. Size of membership cards – credit card size – to fit in wallets
5. Slogan / title in nameplate looks old fashioned.
6. Title on magazine – “Westbury MRC” – must stand out.
7. Magazine – advertisement to shops? Yes. Shows in the next 1, 2, 3... months? Next quarter of the year and 1 month after.
8. Pictures – borders? – example with(out)
9. Postcode from members, yes not to stand out, but to be on line below. title (Mr. Mrs. Etc.) yes.
10. Address can it be split down to address, town, and county. Yes.
11. How can I tell from age whether a member is at non-working age, as they could be middle aged and not working – shall I include a box asking if they are non-working, or shall we change it to people over the age of 65. can be anyone out of work.
12. What info do you want on the lists of out of date and due subscriptions? Member (full) name, telephone no. address, date subscription was meant to be paid.
13. Membership cards – Signature of Ashley - no, Club name (same as leaflet?) yes.
14. **Swap lists – sellers name and or address? Name and telephone number and email.**
15. **Article on member’s railway – on disk? No – but have sample that you can use**
16. **Advertisements from local model shops? – On disk? – has samples.**
17. **Costs of all items – post = 2<sup>nd</sup> class stamp + envelope =, ink cart. = £30 = 400 sides of A4.**
18. **Min. costs to be able to purchase items for the club. Model buildings – range £5-£30, ten points per year are replaced from Peco at £6.90, renew 20 m of ordinary track at £1.20 per meter, Any costs for extra e.g. transformer.**
19. **Where does photo come from for the membership card? Application form asks them to attach a photo of themselves to the top corner.**
20. **Do you want it to be possible to update the number of subscribers/ price to be updated, expenses updated. Do you want costs/ money left over etc. to stand out. Yes to all.**
21. **Application form – what size? A5. What size text? – size of small type and another for the visually impaired = A4 size – titles must stand out.**
22. **Photo logo text what locations on card? Doesn’t matter**
23. **Order of info on reports- out of date – most out of date 1<sup>st</sup> - examples and swaps – price first**
24. **Order of labels on line - title, forename, surname,(line 1) Address(line 2), town(line 3), county(line 4), postcode(line 5). What size text – use max. size text that will fit on the label size**