



Guidelines for brief reports

1. The report must be submitted **within a month** after the training has been completed. Please send to the Trust's honorary Reports Manager, reportsmanager.pgtrust@gmail.com.
2. The report should be **brief**; 200-250 words long in a Word document.
3. Please attach a separate **photo** of you gardening (JPEG if possible). Please note that if other people are included in the photo they will need to give you their permission, and know that your report may be used by the Professional Gardeners' Trust for its publicity, and posted on its website. Similarly, if a garden is recognisable in a photo, you should have the garden owner's permission to include it.
4. The report should **include** your name, and what part of the country you work in, and what your gardening work is. If you are a career changer, please mention your former career.
5. **£s.** Please state how much the award was for, and how much the training cost. Your award letter tells where the funding for your award came from. Please mention that donor – they like to be acknowledged.
6. State the title of the **training** and the training provider and comment on the training.
7. What is the **result** of the training?
8. Your report will feature either in full, or quotations may be taken from it and published on the PGTrust's website. It may also be used in the PGTrust's publicity material and in press articles.