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| **Telford & Wrekin SEND Local Offer**  **Activities and Events for Children, Young People and Families.**  *Please complete all the relevant parts of this form to have your event or activity included on the SEND Local Offer Activities page.* | |
| **Activity/Event Title**  Name of the service to be published in the directory. |  |
| **Who the Service Provided by:**  Service name and description. |  |
| **Organisation/Activity Logo**  *Please provide a logo of your organisation and/or activity.* |  |
| **Date & Time**  Please provide the date of the activity or information if the activity is ongoing.  *E.g. Every Wednesday morning at 10am during term time*  *Or,*  *12 May 2021 10am-11am* |  |
| **Activity/Event Description**  Please provide a brief but informative description the activity/event and who it would be suitable for. |  |
| **Age range the activity is for?**  Please give details of the age range for the activity. |  |
| **Cost**  Please provide the detail of costs for families.  *E.g. Children - £2.00*  *Adults - £5.00*  *Families £6.00* |  |
| **How to access the activity or event**  Please provide a brief description of how families are able to access the service and any links to relevant forms. |  |
| **Website**  Please provide a website address |  |
| **Email address**  Please provide a contact email |  |
| **Phone number**  Please provide a contact phone number |  |
| **Address**  Please provide an address that can be contacted to request information. |  |
| **Who completed this form**  **Contact Name & Details**  Email address, phone number, job role.  *This information will be used to request service updates and will not be published in the calendar of events.* |  |
| **Please return the form to:**  [shortbreaks@telford.gov.uk](mailto:shortbreaks@telford.gov.uk)  or contact  01952384769 | Return by:  Summer: 30 April  Autumn: 31 July  Spring: 30 November |