



Preparing a Club run report for *mxtra*

Guidelines for the volunteer writing the report on the Club Run

*Congratulations on “volunteering” to write the article on today’s run for the Club’s **mxtra** magazine. Don’t let doing the article dominate your day ... have fun today.*

Due-by date: **mxtra** is laid out on the first weekend of the month, so articles are required by the end of the month prior to publication date, please.

The Tips: Please regard this guide as “tips only”. It’s not the bible on writing Pulitzer Prize articles.

On the Run

Tip 1: See the organiser and get their name, the number of cars and number of people on the run. *(This info might turn out to be the only factual bit in the whole of your yarn!)*

Tip 2: It’s not just the things that happen when driving. Capturing things that happen at the start, stops, end and on the way home are also interesting.

Tip 3: Jot down “memory joggers” as they happen (or at the breaks if you can’t navigate, steer, hold the paper, pen, write and think all at the same time). Putting remarks on the run notes is a great way to keep things in context.

On the Way Home

Tip 4: Make a promise to the big Mechanic in the Sky that you will make the due-by date. Work out a theme for the day while events are fresh in your memory.

Tip 5: Drive safely ... we’re depending on you to get the story to the Editor.

Tip 6: At home (or at the office without being caught by the boss) fire up the PC. We prefer “Word” or similar text files, but if necessary you can write directly in an e-mail.

Tip 7: **Essential Bits**

Keep it light: inject a bit of humour and wit ... and a fact or two if at all possible.

Title: try something catchy and clever please. It is often easier to write the title after you have finished the article.

Your name: we need to know who to award the 10 points to for the article.

Acknowledge the organiser(s) and the date of the run.

Size: it is important. A typical article is a page or two (300-600 words). For special two-day (or longer) events a longer article may be appropriate. Please check with the editor if you’re unsure.

Writing in the first person: “I lost it on the bend ...” is often easiest.

Photos: if you have them, they are great. Include them in your e-mail with a title that can be used as a caption. Someone is bound to take some photos for the article, but it helps to make sure on the day.

Mention names: it adds credibility to the yarn and will lead to future conversation around the water cooler of ... “Hey, look {insert name of person/s being impressed}, that’s me!”

Have fun: keep it nice and always respect the feelings of others.

Use the spell-checker and watch out for typos. It can help to let someone else read it over while you watch out for smiles and “glassy eye” syndrome.

Delivery of the finished article

Please e-mail your article and photos to Murray, the **mxtra** Editor, <editor@mx5vic.org.au> by the due-by date (remember ... end of the month).