



Cannock  
Chase



Challenge Pack – Audio





# Audio Challenge

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Chase



Here are a few useful tips for you to use when submitting an audio challenge.

## Requirements

- Provide a supporting image and/or logo for your challenge – PDF, PNG or JPEG
- Audio recordings should be no more than 15 minutes long
- Audio recordings need to be sent as a MP3 file
- Send your audio recording to [cannockchasecan@cannockchasedc.gov.uk](mailto:cannockchasecan@cannockchasedc.gov.uk)
- Or upload onto your platform and send the link to the above email

## Things to consider

- Your audio recording could be anything! Examples include:
  - original audio of a play, poetry, music, comedy etc.
  - sounds of bird song from Cannock Chase, water, percussion
  - interviews with health professionals, or someone who has changed their life for the better
  - podcasts
- Most importantly, make sure your recording is audible



# Submission Form with supporting guidance

The following form provides further guidance and information which will help you when completing the online submission form.

<b>Your Contact Details</b>	Name
	Email
	Telephone Number
<p>Your information will only be used for the purposes of the 'Cannock Chase Can' App and will be stored alongside the challenges you submit. We will only use this to contact you if we require further information about your submission and to confirm your challenge is live.</p> <p>Your information will be stored within a secure content management system solely for the Cannock Chase Can mobile application.</p> <p>We will not share your information with any other third parties.</p> <p>Your information will be stored for the duration of the programme and will be deleted after 5 years from the submission date.</p> <p>You have the right to withdrawal consent at any time throughout this time.</p> <p>Full details can be found at <a href="http://www.cannockchasedc.gov.uk/privacypolicies">www.cannockchasedc.gov.uk/privacypolicies</a></p>	

<b>Your Details</b>	
The name(s) you wish to display as the challenge creator	These details will be displayed on the App and will be in the public domain
Which area are you from?	Add the local area you live in i.e. Hednesford, Rawnsley, Brereton, Norton Canes etc
Name of organisation (if applicable)	Please attach your logo which will be displayed on your challenge within the App



# Submission Form with supporting guidance

## Your Challenge

Title	Provide a short title describing your challenge
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Which Wellness Theme does it support? Only select two	Move Well	Eat Well
	Sleep Well	Naturally Well
	Connect Well	Manage Well
	Budget Well	Feel Well

Select two Wellness Themes which your challenge relates to. This will ensure your challenge is displayed in the right wellness section within the App.

Who is it for? Tick as many as you like	Early Years	Adults
	Primary	Older Adults
	Young People	Physical Needs/Disabilities
	Learning Needs/Disabilities	Vegetarians/Vegans
	Workplace Colleagues	All the above i.e Inclusive/Family

The App is for users 18 years and over. However, this does not prevent younger people getting involved. A user can encourage others to participate in challenges, including their children or an elderly relative that they care for.

Who can you do it with? Tick as many as you like	Alone	Couples
	Family	Groups/Teams
	Workplace Colleagues	All of the above

Some challenges might be suitable to do alone, in pairs or as a group.

Challenge Description (No more than 100 words)	Write a short description explaining your challenge. Use fun and friendly language. You can also attach an image that represents your challenge.
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# Submission Form with supporting guidance

<b>Preparation/Requirements</b>	<p>Explain what people need to do in order to undertake your challenge. This could include:</p> <ul style="list-style-type: none"> <li>• Wearing sensible footwear</li> <li>• Wearing waterproof clothing</li> <li>• Having a clear floor space, free from hazards</li> <li>• Shopping for food or craft items</li> <li>• Taking a drink and other refreshments</li> </ul>
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<b>Time/Duration</b> (if applicable)	Estimate how long your challenge will take
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<b>Location</b>	<p>Describe the setting or location to undertake your challenge. This could be at home, a local park, leisure centres etc.</p> <p>Do not use specific venues without their consent or involvement.</p>
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<b>Challenge Format</b>	Video	Document
	Audio	Weblink

Simply tick and attach your challenge format with this form. If you are submitting a weblink, please copy and paste the url into this form.

<b>Your 'Well Done' Message</b> (No more than 20 words)	<p>Write an uplifting message to keep the user doing the challenge motivated.</p> <p>Add in further information that the user may find useful including signposting details to a local club or support group and any associated costs that may be incurred when signing up.</p>
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## Checklist

- Complete the Challenge Submission Form
- Attach your chosen challenge format
- Attach a challenge image
- Attach a logo (if applicable)
- Consent granted  
(for use of venues/owner/author of original content)
- Read and agree with Cannock Chase Council's Privacy Statement



<b>Your Contact Details</b>	Name
	Email
	Telephone Number



## Privacy Notice

Your information will only be used for the purposes of the 'Cannock Chase Can' App and will be stored alongside the challenges you submit. We will only use this to contact you if we require further information about your submission and to confirm your challenge is live.

Your information will be stored within a secure content management system solely for the Cannock Chase Can mobile application.

We will not share your information with any other third parties.

Your information will be stored for the duration of the programme and will be deleted after 5 years from the submission date.

You have the right to withdrawal consent at any time throughout this time.

Full details can be found at [www.cannockchasedc.gov.uk/privacypolicies](http://www.cannockchasedc.gov.uk/privacypolicies)

<b>Your Details</b>	
The name(s) you wish to display as the challenge creator	
Which area are you from?	
Name of organisation (if applicable)	

Your Challenge	
Title	

Which Wellness Theme does it support? <b>Only select two</b>	Move Well	Eat Well
	Sleep Well	Naturally Well
	Connect Well	Manage Well
	Budget Well	Feel Well

Who is it for? Tick as many as you like	Early Years	Adults
	Primary	Older Adults
	Young People	Physical Needs /Disabilities
	Learning Needs /Disabilities	Work Colleagues
	Vegetarians/Vegans	All the above i.e Inclusive/Family



<b>Who can you do it with?</b> Tick as many as you like	Alone	Couples
	Family	Groups/Teams
	Workplace Colleagues	All of the above

<b>Challenge Description</b> (No more than 100 words)	
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<b>Preparation/Requirements</b>	
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<b>Time/Duration</b> (if applicable)	
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<b>Location</b>	
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<b>Challenge Format</b> (Choose one format only)	Video	Document
	Audio	
	Weblink	

<b>Your 'Well Done' Message</b> (No more than 20 words)	
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### Checklist

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Complete the Challenge Submission Form

Attach your chosen challenge format

Attach a challenge image

Attach a logo (if applicable)

Consent granted (for use of venues/owner/author of original content)

Read and agree with Cannock Chase Council's Privacy Statement

Please tick once completed

Save form and supporting documents and email to [cannockchasecan@cannockchasedc.gov.uk](mailto:cannockchasecan@cannockchasedc.gov.uk)

### Office use only

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Wellness themes

Challenge rating (1 to 100)

Challenge suitability (1-5)

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For more information about Cannock Chase Can visit  
[www.cannockchasedc.gov.uk/cannockchasecan](http://www.cannockchasedc.gov.uk/cannockchasecan)