






# Everything you need to know about submitting a wish for...

## **Printing a booklet**

Health Stars will fund the printing of a booklet if that booklet is above what your team would usually provide or needs to provide to carry out your service.

For example, we do not fund clinical patient information booklets. But we would fund a booklet for families following a bereavement.

### **Things to think about:**

-  Before you submit your wish you should speak to your [Division's Comms partner](#) to find the best way to go forward.
-  Is your booklet being designed by the Trust's graphic designer or can it be created using the templates in the [Brand Centre](#)?
-  Look through the Trust's [photo library](#) and find appropriate pictures that all have the correct consent.
-  How many pages has the booklet got? How many copies do you need? You'll need to know this in order to get an accurate quote.
-  There are various printers that you might want to use, but you can get a quote from Scribes using the online tool on the [Brand Centre](#).

**Once you have the accurate quote you can [submit your wish](#) for printing - make sure you attach a copy of the quote from the printing company (or email it to [hnf-tr.healthstars@nhs.net](mailto:hnf-tr.healthstars@nhs.net))**