

Weekly Email Submission Requests

The Student Union sponsors a weekly campus wide email that includes all the activities taking place on campus during the next week. This email is designed to reduce clutter inside email inboxes as well as reach a broader audience across campus.

Below are guidelines for submitting and formatting your Weekly Email requests.

Submission Guidelines

- All requests must be submitted to <https://www.longwood.edu/upchurch/secondary-menu/weekly-email-submission-form/> by 5 pm each Tuesday.

Content Guidelines

- Only University affiliated events and opportunities may be included in the Weekly Email.
- Private and personal solicitations or postings are not permitted for the Weekly Email.
 - Only exception are Volunteer Opportunities coordinated through our Student Activities Office

Duration Guidelines (by Section)

- Durations are meant to ensure the Weekly Email is fresh for viewers.
- *UPCOMING EVENTS*
 - The Weekly email will only show events occurring in the next two weeks from the date of the email going out.
 - If you event is canceled, please notify advertise@longwood.edu as soon as possible.
- *UPCOMING ATHLETIC EVENTS*
 - The Weekly email will only show events occurring in the next two weeks from the date of the email going out.
 - If you event is canceled, please notify advertise@longwood.edu as soon as possible.
- *ANNOUNCEMENTS & EXHIBITIONS*
 - Submissions will be removed after the deadline occurs, or after four (4) weeks in a row if no deadline is listed.
- *CLUB & ORGANIZATION UPDATES & MEETINGS*
 - Submissions will be removed after the deadline occurs or at end of each semester if no deadline listed.
- *TABLING, FUNDRAISING & SPIRIT NIGHTS*

Contents may stay on the listing until the end of the posting Occurs

 - If you event is canceled, please notify advertise@longwood.edu as soon as possible.
- *EMPLOYMENT OPPORTUNITIES*
 - Only University affiliated opportunities may be included in the Weekly Email.
 - Private and personal solicitations or postings are not permitted for the Weekly Email.
 - Submissions will be removed after the deadline occurs, or after four (4) weeks in a row if no deadline is listed.

- *SCHOLARSHIP OPPORTUNITIES*
 - Submissions will be removed after the deadline occurs, or after weeks (6) weeks in a row if no deadline is listed.
- *SERVICE & VOLUNTEER OPPORTUNITIES*
 - Submissions will be removed after the deadline occurs or at end of each semester if no deadline listed.