



## **Naropa Weekly Submission Guidelines**

Published every Thursday, The *Naropa Weekly* is the online newsweekly for Naropa University faculty, staff and students.

The Office of Marketing and Communications invites members of the Naropa community to submit any announcements or information about upcoming events, lectures and workshops to [events@naropa.edu](mailto:events@naropa.edu). Be sure to include the correct date and time, and a brief description of your events as well as contact information. When you submit information about an event to [events@naropa.edu](mailto:events@naropa.edu), this information will also be forwarded to PR calendaring and to the Calendar of Love.

One purpose if the *Weekly* is to act as a bridge to additional information and further resources located elsewhere on the web. If applicable, please include specific links to such information in your submission to the *Weekly*.

Please submit event-related information only. If this information already exists on the Naropa website, please submit the name and date of the event and the specific link to that information. This will help us use our limited space and time resources most efficiently.

Please note that we will include event information for the current month and the upcoming month only. If you choose to submit information in advance, we will store the information until the appropriate timeframe.

### **Deadline for submissions:**

The deadline for submissions to the *Naropa Weekly* is the Monday of the week you would like your event listed. Remember: You only need to send the information once. Your event will be listed until it takes place.