**Submissions:** Maximum of 140 characters for Twitter and 2,000 for Facebook and one photo/flyer per organization/sender.

What to submit:

* News specifically targeting students or the Texas State community
* Large scale university-wide programs
* Official university-recognized, group initiatives
* Important events, programs, resources and services
* Opportunities for student involvement
* Highlights of significant student achievement

What **NOT** to submit:

* Regularly scheduled student organization meetings
* Events that are not open to students
* Advertising for non-Texas State entities
* Off-Campus parties
* Recruitment information for classes

Priority will be given to Student Involvement related information. Please spell-check and fact-check items before sending them.

**Photos and Flyers:** Photos should be clear and relevant. Photos and flyers should be submitted electronically, as a .JPEG file, and may not be submitted as an image inserted into a word document. Please title your photos and flyers appropriately.

**Deadline:** The submission deadline for each Wednesday edition will be Monday at 5:00 PM. All submissions must be sent electronically to DBL26@txstate.edu. Submissions received after the deadline will be included in the next edition.

**Publishing:** Submissions may be published for a max of 4 weeks (4 editions), and up to 1 month prior to the event. If you would like your submission to be published more than once, please specify in your submission. Otherwise, your submission will be published once.

**What to include in your submission:**

* Name of sponsoring Organization/Department
* Announcement Title/Headline
* Dates and/or deadlines
* Time
* Location
* Cost, if any
* Sign up or RSVP requirement and deadline
* Website or social media information
* Person/Department to contact for additional information (make sure to include name and phone/email address).