

## Submission Guidelines for LIFE News Announcement Requests

Life University's Office of Marketing, Communications & Publications is happy to honor announcement requests to keep the Life Community informed. To efficiently manage the flow of requests that are received, we ask that the process outlined below is followed.



Distributed weekly, **LIFE News** is an electronic newsletter serving the interests of students, staff, and faculty of Life University. The OMCP also offers **Daily LIFE Wire**, a daily e-mail news and announcement delivery service. As with **LIFE News**, all announcements for **Daily LIFE Wire** should be sent directly to [lifenews@life.edu](mailto:lifenews@life.edu) and are **limited to administrative and executive staff announcement requests only**. Announcement requests received after 4 p.m. may be sent the following business day. **To avoid a daily excess of e-mails, we ask that Daily LIFE Wire submissions are limited to urgent and/or pertinent messages only.**

### Follow these easy steps and you're on your way:

1. Send an e-mail containing the message (and photo, if desired) exactly as you would like it to appear in Life News by the deadline (Mondays before 2 p.m.) to [lifenews@life.edu](mailto:lifenews@life.edu). Upon doing so, you will receive a confirmation message that says, "Thank you for your news tip..."
2. Check out the following issue of Life News for your announcement.

### \*Accuracy

To ensure accuracy, messages phoned in or dropped off are not accepted. (Sorry, electronic submissions only)

Because corrections cannot be made once the announcement is e-mailed, please be sure to double check messages for accuracy before submitting to Life News.

### Checking the Status

To check on the status of announcements submitted, please inquire via [lifenews@life.edu](mailto:lifenews@life.edu) only.

**The Office of Marketing, Communications & Publications thanks you in advance for aiding our department in effectively streamlining campus news and information.**

**We look forward to spreading your news!!!**

\* The editor assumes no responsibility for inaccurate information submitted. The editor also reserves the right to edit information that contains grammatical and/or spelling errors.