



## Lang Center Weekly Newsletter Submission Guidelines

To have your event featured in the Lang Center Weekly Newsletter, please email [langcenternewsletter@swarthmore.edu](mailto:langcenternewsletter@swarthmore.edu) at least one week in advance.

Please include the following information when submitting publicity requests:

1. Title of event or opportunity
2. Long description (5 sentences max)
3. Date, time, and location
4. Sponsors and co-sponsors
5. Point of contact for event/opportunity (if applicable)
6. Relevant links and webpages
7. Relevant posters and images (*Note: if uploading a flier with text, please upload it as a PDF as this increases accessibility*)
8. Anything else you'd like the Lang Center to know about your announcement

If you have any questions about the submission process, please email Brendan Carr at [bcarr1@swarthmore.edu](mailto:bcarr1@swarthmore.edu).