

- **SEND TO: strictlybiz@haaslinks.xyz by THU night**
- **Include your submission in the body of the email NOT as an attachment or link to a googledoc**
- **The length limit for titles and descriptions is by CHARACTERS not words.**

Why keep submissions so short? It’s better to have 1000 eyes glance at your short description than 0 eyes read your extensive paragraph. If you have a lot to say, put it on a webpage, and send the link! If you don’t have a website, make a googledoc.

Announcements:

Announcements will run for one week. Re-submit if necessary.

[Category]	Pick ONE of these options: (1) Admin/Academics; (2) Club/Career; (3) Social & Community
[Announcement Title]	40 CHARACTERS or less (NOT WORDS)
[Description]	80 CHARACTERS or less (NOT WORDS)
<i>[Optional Link to more info]</i>	Please include full text of link (i.e. http://haaslinks.xyz NOT haaslinks)
<i>[Optional image link or attachment]</i>	If you'd like, please either attach a picture or send link to a picture to use for your announcement (which will be edited to fit into a graphic format). If you don’t send anything, be forewarned that I will choose something myself ;-)

Example:

CATEGORY: Admin/Academics
No Running in the Hallway
A reminder not to run in the hallways, especially when: slippery, windy
LINK: <https://teachandlearnwithgeorgia.wordpress.com/2012/04/25/no-running-in-the-halls/>
IMAGE: http://pre10.deviantart.net/813a/th/pre/i/2010/094/5/0/world__s_most_dangerous_hallway_by_desemeraudes.jpg

Events:

Events will run until event date has passed.

[Category]	Pick ONE of these options: (1) Admin/Academics; (2) Club/Career; (3) Social & Community
[Event Title]	40 CHARACTERS or less (NOT WORDS)
[Day of week] [Date]; [Time]	Ideally in format: Tu 9/21; 11am-3pm
[Place]	
[RSVP/Info link]	Please include full text of link (i.e. http://haaslinks.xyz NOT haaslinks)
<i>[Optional Description]</i>	80 CHARACTERS or less (NOT WORDS)
<i>[Optional image link or attachment]</i>	If you'd like, please either attach a picture or send link to a picture to use for your announcement (which will be edited to fit into a graphic format). If you don’t send anything, be forewarned that I will choose something myself ;-)

Example:

CATEGORY: Club/Career
Finance Mixer
Th, 10/12; 6-8pm
Wells Fargo Room
Over 10 campus clubs and groups networking about finance careers
LINK:
<http://haas.campusgroups.com/click.aspx?uid=a68811a6-7be8-11e5-8e36-0025902f7e74&r=https%3a%2f%2fwww.eventbrite.com%2fe%2fphaas-finance-mixer-llve8801038412>
IMAGE: <http://www.makingfriends.com/girl-scout-leader/wp-content/uploads/2013/09/Girl-Scouts-Camp-2013-207.jpg>