

Distribution Date	Deadline for articles (12pm ET) <i>Include author name, title, and headshot</i>	Deadline for images (12pm ET)	Deadline for an information banner (12pm ET)
<b>September 11</b> *Back to school edition*	September 6	September 9	September 9
<b>September 25</b> *Recovery edition*	September 20	September 23	September 23
<b>October 10</b>	October 4	October 8	October 8
<b>October 23</b>	October 18	October 21	October 21
<b>November 6</b>	November 1	November 4	November 4
<b>November 20</b> *Sex Ed edition*	November 15	November 18	November 18
<b>December 4</b> <i>Last week of classes</i>	November 29	December 2	December 2
<b>January 8</b>	January 3	January 6	January 6
<b>January 22</b>	January 17	January 20	January 20

Formatting requirements:

- **Custom articles** or blog posts should be sent as an attachment in Microsoft Word or in a Google Doc and be formatted with any headings, spotlight quotes, and images that you'd like included. Articles should also include the author's name, title, and headshot. Videos can also be featured at the top of articles and must be links from either YouTube or Vimeo for inclusion.
- **Images** (flyers, resource sheets, infographics, etc.) must be in .jpg or .png format. Please include a title for your image that will show up as a heading and note whether the event, program, or service is limited to undergraduates or also includes MIIS students.
- **Information banners** can be created for you. Because they are clickable, you just need to submit pithy text that includes the title, go/link, and any relevant dates. If you have graphic design preferences or ideas, please include those as well.

**Campus Well** ([go/CampusWell](https://go.middlebury.edu/CampusWell))Content Submission Schedule: Spring 2025, Campus Well Editor: Karly Beavers, [kbeavers@middlebury.edu](mailto:kbeavers@middlebury.edu)

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<b>February</b> *New Feb Edition*	February	February	February
<b>February 12</b> <i>First Week of Classes</i> *Love edition*	February 7	February 10	February 10
<b>February 26</b> *Sleep edition*	February 21	February 24	February 24
<b>March 12</b> *Alcohol & Other Drugs edition*	March 7	March 10	March 10
<b>March 26</b>	March 21	March 24	March 24
<b>April 9</b> *Sexual Assault Awareness & Prevention Month*	April 4	April 7	April 7
<b>April 23</b>	April 18	April 21	April 21
<b>May 7</b> <i>Last edition of Spring 2025</i>	May 2	May 5	May 5

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