**Newsletter Submission Form**

*Week of \_\_\_\_\_\_\_\_\_*

**Department/Division:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Will there be more than one entry from your department? (Limit 2) Yes\_\_\_\_\_ No \_\_\_\_\_\_

If yes, please fill out another submission form and highlight: 2nd entry

Title of Entry (What you want to appear as the header): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Body of Entry (feel free to copy and paste this from a word document):

\*Webinar Tip (Please make sure it is formatted correctly)

***Webinar Login Information:*** (\*No pre-registration required)

* + *Meeting Name: XXXXX*
  + *Click here (INSERT HYPERLINK) to join the meeting or go to XXXXXX*
  + *Enter meeting room as a* ***guest*** *and provide your* ***name***
  + *Audio access:* ***(800) 832-0736*** */ room number:* ***XXXXXXX***

Is there an attachment? Yes \_\_\_\_ No\_\_\_\_\_ Does it need to be uploaded? Yes\_\_\_\_\_ No \_\_\_\_\_\_

Will this run next week? Yes\_\_\_\_\_\_ No\_\_\_\_\_\_

Has your entry been proofed for accuracy? (i.e. correct dates, times and webinar login information) Yes\_\_\_ No\_\_\_\_

Notes: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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