

Facilities & Services Policies, Procedures, and Guidelines

Purpose: The E-Update is an important communication tool for sharing F&S information weekly. So that the E-Update can be sent out in a timely manner every Friday, except when falling on a designated university holiday, the following procedure should be used for submitting items to be considered for publication.

Owner: Customer Relations & Communications (CRC)

Procedure: Items for the E-Update must be submitted no later than noon on Thursday. If a designated university holiday falls on a Friday, submissions must be received by 5 p.m. two days before the last workday of the week. Submission of an item does not guarantee its publication.

Guidelines:

1. Submissions should be business or university-related and of general interest to most F&S employees.
2. Submissions must be time-sensitive and will be published no earlier than one month before the scheduled event unless prior approval is received (although an item may begin to appear in the Save the Date section in advance of the regular submission).
3. Submissions must be complete with all necessary event and contact information (links, e-mail address, phone number, etc.) and should be sent with attachments or corresponding documents for potential usage.
4. CRC reserves the right to edit submissions for content and style.

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