

## **ENEWS Submission Guidelines**

eNews is a bi-weekly email produced by the Boulder High School Parent Advisory Council (PAC). The purpose of eNews is to inform readers of current news and events pertinent to Boulder High families.

WHO can submit to eNews?

- Members of the Boulder High Community

WHAT can be submitted to eNews?

- News and announcements of events related to Boulder High School

Submission Requirements:

- Entries must be 50 words or fewer
- Entries should include dates, times and places of events; and contact information for questions
- Graphics and photos may be submitted and will be included if space permits
- Relevant photos or graphics may be submitted with your entry for inclusion in eNews. Images should be in jpg format and less than 500kb
- Text links may be included in the announcement
- Submissions may be typed in the body of an email or attached as a Microsoft Word document
- Announcements will generally not be repeated within a three-month period

Deadline for Submission:

- Submissions to E-News are due by noon on Thursday to be included in the following Tuesday's issue to allow time for editing and translation

HOW to submit an entry for eNews:

- Send your entry to [enews@bhspac.org](mailto:enews@bhspac.org)