

## **Boulder High School eNews Guidelines for Submission**

eNews is a weekly email produced by the Boulder High School Parent Advisory Council. 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 five typed lines or fewer.
- Entries should include dates, times and places of events and contact information for questions.
- Text links may be included in the announcement.
- **No attachments or photos will be included in any eNews announcement.**
- Submissions may be typed in the body of an email or attached as a Microsoft Word document.
- Repetition of the announcement will be at the discrepancy of the eNews Editor.

### **Deadline for Submission:**

- Submissions to E-News are due by noon on Thursday to be included in the following week's issue.

### **HOW to submit an entry for eNews:**

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