

Campus Wide Email Guidelines

- Only requests made by Recognized Student Organizations, Faculty or Department sponsored events will be sent out.
- Campus Wide emails **will not** be sent on behalf of a Recognized Student Organizations, BEFORE an event has been approved by the Student Affairs Office.
- Request must be turned in a minimum of 4 days in advance of scheduled event. Requests made less than 4 days **may** not be sent out in time.
- Emails must be written exactly as you want it sent. The Student Affairs Office is not responsible for editing your advertisements.
- Messages will **not** be sent out unless they contain the following information:
 - Name of the Event (any associated details)
 - Date of Event
 - Time of Event
 - Location of Event (include which campus-BA, Muskogee, or Tahlequah)
 - Contact person(s) name, and contact information of phone number or email address
- PLEASE spell-check your document
- Unless otherwise note, all emails will be sent out immediately after being received and reviewed. Please provide the date (day) you want the message sent out.