

Faculty Newsletter Content Request
Clayton H. Riddell Faculty of Environment, Earth, and Resources

This document is meant to provide guidance and organization when suggesting content to add to the Faculty Newsletter. Currently, the Faculty Newsletter is planned to be released 2-3 times per year, though this may change. Contact the Faculty's Communications & Marketing Coordinator for additional support or if you have any questions.

Title of Content:

Department/Unit:

Names Involved & Contact Details:

Description:

Image Requirements: (If you have an approved image available, please attach it with this form when making a request for review. **PLEASE INCLUDE PROPER CONSENT AND/OR CREDIT DETAILS BEFORE SUBMITTING.**)

- Have Image (Attached)
- Need Image →
- No Image Required

Image Description:

Desired Publication:

- Include in NEXT Newsletter (ASAP)
- Include in FUTURE Newsletter →

Please state preferred date to publish your event:

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Extended Description/Other Notes: (If you require a longer description/text, please include it here.)

A large, empty rectangular box with a thin black border, intended for users to input additional descriptive text or notes.

If you have any additional items to support sharing this event, such as a link, website, poster, QR code, etc., please also include that in your submission.

If you require any additional items to support this event, please contact the Faculty's Communications & Marketing Coordinator.