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**HSPAC Communications Subcommittee**

**HSPAC Biweekly Announcement Submission Form**

The HSPAC Biweekly is distributed through the HSPAC listserv every other Monday.

**All announcements will be posted for a maximum of one month.**  If you would like your announcement to remain in the HSPAC Biweekly, you must submit a new announcement request.

**Steps to Submit:**

* + Ensure your HSPAC subcommittee/PAG Chain of Command has approved announcement.
	+ Send the announcement to Announcements.HSPAC@gmail.com **by 3:00pm EST Wednesday**. Make sure to copy your HSPAC Subcommittee/PAG Chair on your submission.

**What to Submit:**

Announcements must use **Calibri 10pt font** and include the following information:

*Note: if you are submitting an event announcement, you must also send a calendar invite to* Calendar.HSPAC@gmail.com *with all event information included.*

**Title of Announcement**

**PAC Subcommittee/PAG Name:**

**Point of Contact** (including email)**:**

**Description** (including weblink if applicable): *Note: 100 word limit; field expands to accommodate text*

*If you have any questions, reach out to the HSPAC Communications Subcommittee:* *Communications.HSPAC@gmail.com*