****

**HSPAC Communications Subcommittee**

***HSO News You Can Use*: Biweekly Announcement Submission Form**

The HSO News You Can Use is distributed through the HSPAC listserv every other Wednesday.

**Announcements will be posted for a maximum of one month.**  If you would like your announcement to remain in, you must submit a new announcement request. Announcements must be applicable to more than one discipline (PAG).

**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 Friday** before Wednesday distribution date. 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/Other:**

**Point of Contact** (including officer’s name, rank & email)**:**

**Description** (if applicable: include weblink(s) and/or corresponding attachments also sent to Announcements.HSPAC@gmail.com]: *Note: 100 word limit; field expands to accommodate text*

*Questions? Reach out to the HSPAC Communications Subcommittee Chair/Co-Chairs:* *Communications.HSPAC@gmail.com*