

Request for posting an Announcement on VC

In order for your announcement to contain exactly the information you want posted, please assure that all of the information below is complete before making your request.

1. Subject Line: please provide exact wording for the subject line. This is what the recipients will see in their in box. You'll want to make it eye catching to differentiate it from the other ONS emails they are receiving.
2. Write the content for the body of the email exactly as you want it. Include dates, times, titles, locations, and RSVP information.
3. Provide a pdf of a flyer if applicable and available.

Also, please keep in mind that it may take me a few days to be able to post the announcement based on my work travel schedule. So leave plenty of time between when you want the announcement posted and the date of the event.