Please see the information below for policies and procedures regarding promotion of news and events:

- If you would like your event to be announced through AU Daily, listed on the university and CLA calendars, and/or submitted to the media, **ALL** information must be submitted (via email) to Vicky Santos (santovr@auburn.edu) a minimum of 10 days prior to the event.

- Submissions **must** contain the following information: Who, What, Where, When, Why, How much (i.e., is there a fee associated with the event?), and is the public welcomed/encouraged to attend? There must also be a contact person assigned to each event, and his/her phone number and email address must be included. Incomplete and/or late submissions will not be considered. The Office of External Affairs cannot be held responsible for any incorrect information given to us regarding an event.

- Photography and/or video requests must be received at least 10 days prior to the event. The Office of External Affairs will do its best to accommodate your request. If we are unable to assist you due to scheduling conflicts or other circumstances, we will work with you to find an alternate solution.

- Any event materials or information including photos, interviews, and video obtained by the External Affairs office may be used by External Affairs for possible inclusion in college publications, Web sites, social media and other media/public outlets.

- Individuals are welcomed to submit ideas, stories, news items, photos, etc. to the Office of External Affairs for consideration. While not every submission will result in a formal press release or published news item, we are happy to work with you to determine the most appropriate location and timeframe to disseminate your news, story, photo, etc.

*The Office of External Affairs is not responsible for ensuring attendance at an event.*

Individuals who need items corrected in AU Daily or other AU outlets may contact the Office of Communications and Marketing directly by calling 844-9999.

Please email Vicky Santos santovr@auburn.edu with all requests and with any questions regarding this policy.