



Yuba College

Announcement - Submission Form

Submission Policy

- Please allow 10 days for your post to appear after it has been received by the Public Events Office.
- Late requests may be considered but are not guaranteed. However, no program, event, or activity message request will be accepted within 2 working days.
- Business days are limited to Monday – Friday, 8 a.m. – 5 p.m.
- Yuba College is closed on all major holidays. Posts will not be made during Yuba College holidays, weekends or normal Yuba College closure dates. For a list of Yuba College closure dates please visit yc.yccd.edu.

Content Guidelines

- Text will be added exactly as listed in the message content box. Public Events will not edit text.
- Message content must be free of political messages, illegal activities, vulgar, profane, or offensive language, alcohol, or tobacco use.
- Public Events is unable to post club events at this time.

Signature _____

Date _____

Requests may be sent to: taronson@yccd.edu.
Separate *Announcement Submission Forms* must be submitted for each digital sign request.

Yuba College Public Events Use Only:

Date Received:

Approved:

Needs revisions:

Posted By:

Post removal date:

Please fill in with your information

Date of Submission: _____

Department: _____

Contact: _____

Phone Number: _____

E-mail: _____

Title of Event: _____

2-Week Posting Maximum for digital sign

Start Date: _____ End Date: _____

Posting Locations:

- News Item (yc.yccd.edu)
- Campus TV's (A 1920x1080 horizontal graphic must be attached)
- Facebook
- Twitter (140 character limit)

- Yuba College App (512 Character limit)

- Press Release (time and information permitting)

Who:

What:

When:

Where:

Why:

- Digital Sign (4 Lines 12 characters each)