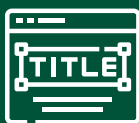# UL Bulletin
Submission Requirements

UL announcements will be distributed Monday, Wednesday, and Friday when the University is open. **The submission deadline is 12 noon, the day before the intended distribution.**

Formatting Guidelines:

- Submission title is required.

- Please submit all information in a Microsoft Word document, using Arial font.
  - The Word document should include: Title, Artwork, Intro, Brief text, Link(s), and Alt Text for the artwork/image.

- Include a 1-2 line introductory sentence.

- Include a line with the date, time, and location.

- Text should be limited to 3-4 bullet points on the 'Key Points' of the submission.

- Every event submission must provide a link, ideally to Mason360 or Eventbrite.

- Artwork must be attached in PNG format.

- Alt Text or Text Descriptions for any included images/artwork is required to ensure accessibility.
  - *Note: Helpful guide on how to write Alt Text: https://accessibility.huit.harvard.edu/describe-content-images