Haverford Headlines and On-Campus Events Newsletter Policy

Haverford Headlines

The Communications Office sends an e-newsletter, Haverford Headlines, approximately once per month. It is sent to alumni, parents, friends, media, and local community members who sign up at <u>http://hav.to/enews</u>.

Haverford Headlines contains a selection of articles published on the College website with a focus on student, faculty, and alumni news. Each article must have a photo, title, short description and relevant link. Articles may sometimes point to non-haverford.edu urls.

Users may unsubscribe using the link at the bottom of any email. Individuals wishing to suggest a story for the Haverford Headlines newsletter should contact the Editorial Director (<u>https://www.haverford.edu/college-communications</u>).

On-Campus Events Newsletter

The Communications Office sends an events newsletter once or twice per month. It is only sent during the academic year and then only if there are enough relevant events to include. The events newsletter is sent to alumni, parents, friends, media, and local community members who sign up via <u>http://hav.to/enews</u>. Because this email contains on-campus events only, the subscriber list is focused on people living in the greater Philadelphia area.

Each event must be open to the public and are all free unless otherwise noted. In addition to the date, time, and location the event must have an adequate description on the publicly available Events calendar (<u>http://haverford.edu/event-calendar</u>). An effective calendar listing will include a complete event description and a good quality photo (<u>https://www.haverford.edu/college-communications/policies-guides/event-promotion</u>).

Users may unsubscribe using the link at the bottom of any email.

Individuals wishing to suggest an event for the Events Newsletter should contact the Editorial Director (<u>https://www.haverford.edu/college-communications</u>).