



### Weekly Wire Guidelines:

Please follow the guidelines below to ensure your post is included as intended in the Weekly Wire.

- E-mail a brief (60 words or less) announcement to [lawstudentaffairs@neu.edu](mailto:lawstudentaffairs@neu.edu) by **Thursday at 5pm** for inclusion in the next week's newsletter.
- Title the e-mail "Weekly Wire Announcement."
- Include in text links and attach a flyer if applicable.
- Please do not use ALL CAPITALS or excessive punctuation.
- Sample Posting Below
  
- **Weekly Wire Organization Event:** Please join the Weekly Wire on Thursday **October 22<sup>nd</sup>** in DK 250 for our newsletter event discussing communication in the 21<sup>st</sup> century. Lunch will be provided, please [click here](#) for more information and send questions to [lawstudentaffairs@neu.edu](mailto:lawstudentaffairs@neu.edu).

Please note that Academic & Student Affairs reserves the right to edit or exclude messages and normally does not post the same messages in successive newsletters.

Also please see the ASA [blackboard page](#) for the Weekly Wire archive.