

Prism Center Newsletter & Web Calendar Submission Guidelines

Our Newsletter:

The Prism Center events and announcements newsletter publicizes activities on and around campus that are by, for or about UVM's trans, queer and LGBTQ+ student communities. The newsletter is published twice a month. Anyone is welcome to submit items for inclusion in the newsletter. Please see guidelines and deadlines below.

What kinds of events and announcements are published in the newsletter?

Programs and events on and off campus that are directly related to or of direct interest to LGBTQ+ audiences at UVM. For example, this can include:

- Events hosted by or co-sponsored by the Prism Center
- Identity related events sponsored by other UVM identity centers.
- Programs & events by off campus LGBTQ+ organizations
- Programs & events that specifically address LGBTQ+ identity or gender/sexuality
- Programs & events that address a critical need for LGBTQ+ people and center their sexual/gender identity
- Performances by openly-identified LGBTQ+ people
- Social justice related events that tie closely and directly to LGBTQ+ history, community or liberation

Please note that we do not share calls for research participants or generic job announcements.

The Prism Center reserves the right not to publish items due to space constraints, missed deadlines, failure to meet the guidelines and for other reasons as we see fit.

My announcement aligns with the guidelines above. How do I submit for inclusion?

We need the following information to be able to include your event in the **newsletter**:

- **EVENT DESCRIPTION:** A word document OR e-mail that includes the exact name of the event and language you'd like included. Please include any relevant info such as date, begin/end time, location, contact person, age restrictions, pricing, and any RSVP or ticketing information.
- **IMAGE & IMAGE DESCRIPTION:** A .jpg/.png file of the promotional image you'd like to accompany your event description sized 800 x 800. You must include an image description or alt text to accompany the image.
 - For example, if you are promoting an LGBTQ movie night you should provide an event description as text, submit an image to accompany the text, and include a text description of the image provided.
 - *If it is unclear from your image and description who is organizing or sponsoring this event, please include that information and a URL address you'd like people to be directed to for more information.*
- **ACCESSIBILITY:** Please include any information a potential attendee would need to request reasonable accommodations such as deadlines and contact information. It is also helpful to include any information about the space if one may have difficulty or inability to access it.

- Please note that submissions that only have an image file and do not include an event description and/or image description as separate text cannot be included in the newsletter as they are not accessible to those using screen readers or other forms of adaptive technology. This includes just attaching an image file (.jpg) of a marketing poster (pdf).

E-mail your submission to prism@uvm.edu if it meets the above standards.

To learn more about best practices in making your social media posts more accessible to those using adaptive technology check out this guide from the University of Minnesota:

<https://accessibility.umn.edu/tutorials/accessible-social-media>

The UVM Web Help team is also available to provide training on best practices on making websites and social media spaces more accessible to those with varying forms of ability, including how to write alt text.

Fall 2019 Distribution Schedule

- Our Newsletter is distributed roughly every two weeks and substantial time and effort goes into the production and layout of each issue.
- Submissions must be received no later than the Wednesday prior to the issue’s distribution date (see schedule below).
- Submissions received after the deadline will only appear in the newsletter as we are able.

Materials received by this date	Will be published on
September 2, 2020	September 6, 2020
September 16, 2020	September 20, 2020
September 30, 2020	October 4, 2020
October 14, 2020	October 18, 2020
October 28, 2020	November 1, 2020
November 11, 2020	November 15, 2020
November 23, 2020	November 29, 2020
January 13, 2021	January 17, 2021
January 27, 2021	January 31, 2021
February 10, 2021	February 14, 2021
February 24, 2021	February 28, 2021
March 10, 2021	March 14, 2021
March 24, 2021	March 28, 2021
April 7, 2021	April 11, 2021
April 21, 2021	April 25, 2021

PLEASE SEE LAST PAGE FOR AN EXAMPLE OF A GREAT SUBMISSION FOR OUR NEWSLETTER

Our Website Calendar:

Some programs and events may not fit into our twice-monthly newsletter, but would appeal to broader LGBTQ+ audiences at UVM. The guidelines below will help you determine if your program or event is something we would advertise on our website calendar. Visit our calendar at <https://www.uvm.edu/prism/lgbtq-calendar-events>. * Any event or program that is published in our newsletter will also automatically appear on our calendar. You do not need to submit anything additional. *

What kinds of events and announcements are published on the calendar?

- UVM or other local programs and events that center identity.
- Programs or events that are being cross-promoted by our frequent partners that would be of interest specifically to LGBTQ+ people at UVM.
- Student-centered programs that Prism Center staff feel would be particularly important for students to know about. *Examples include major speakers, departmental talks, career development opportunities, or wellness programs.*
- Local events outside of UVM that either centers LGBTQ+ identities or involves out LGBTQ+ speakers and performers.

The Prism Center retains complete discretion over anything that appears in our calendar or newsletter. Our center promotes speakers, performers, and organizations that represent and emulate our institutional values and model safe and healthy behavior. If our staff is unfamiliar with your organization or group, we may require additional information or consultation.

My announcement aligns with the guidelines above. How do I submit for inclusion?

We need the following information to be able to include your event on our **calendar**:

EVENT DESCRIPTION: A word document OR e-mail that includes the organization or group's name sponsoring the event, and the exact name of the event and language you'd like included. Please include any relevant info such as date, begin/end time, location, contact person, age restrictions, pricing, and any RSVP or ticketing information.

EVENT OR ORGANIZATION URL: Please include the name of the group or organization organizing or sponsoring your event and a URL address to your organization's online presence. If you have a specific site for your event that is also acceptable.

ACCESSIBILITY: Please include any information a potential attendee would need to request reasonable accommodations such as deadlines and contact information. It is also helpful to include any information about the space if one may have difficulty or inability to access it.

EXAMPLE OF A CORRECT SUBMISSION TO OUR NEWSLETTER:

Event Description: Home for the Holidays, Friday, December 7th, 4:00 PM to 7:00 PM Allen House

UVM students, staff, faculty, family, and alums are invited to join the Prism Center for an end-of-the-semester celebration. For many queer and trans community members, going home for the holidays can be stressful and less than affirming. Join us to celebrate community and know that we will be here for you when you return to campus. Food is lovingly prepared by our campus partners. Home for the Holidays is a wonderful way to casually connect with friends and colleagues before winter break. Enjoy food, crafts, games.

For ADA accommodations, please e-mail access@uvm.edu by November 23rd. Allen House has ramp access at the rear of the building. Bathrooms are single use but down narrow halls that may not be wheelchair accessible. Every effort is made to keep events on first floor but some activities may be upstairs without elevator access. Please let us know in advance how we can accommodate you.

Image & Image Description: (Image Attached) Alt Text: <Graphic drawing of snow falling on pine trees>

