

Truman *today*

A weekly newsletter for students, faculty and staff

Submission form

Truman Today is a weekly newsletter, emailed each Monday to Truman faculty, staff and students. If your organization is planning an **on-campus event of campuswide interest**, please provide the following information:

Your name and title: _____

Your organization: _____

Your phone number: _____ Your email address: _____

Speaker, position and topic: _____

Event: _____

Date or dates of event: _____

Time: _____ Location: _____

Price: _____

Additional details/Notable information: _____

Truman Today news submissions are due before 5 p.m. the Wednesday before Monday's email. You may submit your news item on these forms, available in the Public Relations Office, McClain Hall 202 or you may email the above information to tmiles@truman.edu. **All items are subject to editing for clarity, style and space.** Organizations may submit notices of open meetings, but not those that invite immediate members only.

The *Truman Today* is available each week online at trumantoday.truman.edu and online versions of back issues are available at trumantoday.truman.edu/archives/.

On-campus events can also be submitted to the University Master Calendar at calendar.truman.edu.