

## **GSSCC Policy for Member News Submissions**

The Member News section of the GSSCC Weekly Update is for sharing news about your organization with fellow members. News items include announcements of new employees, staff promotions, awards and other special recognition, and special events or activities.

You may submit a company news release to which we can link. Alternatively, please assist our staff by submitting your news item in the following format: no more than 75 words, or five lines of copy in 12 pt. Times New Roman type to fit within a 7 1/2-inch wide column (no abbreviations or “characters,” e.g. & or @). Please use items in the Member News section of past issues of the GSSCC Weekly Update as a reference for format and length.

If you are requesting that the information in your item be linked to flyer, you must provide a pdf of the flyer.

Deadline for submission : Noon on Friday for inclusion in the following Monday edition.

(Note: These free Member News items run one time, so please specify the date you prefer.)