Southern Arkansas University Event Calendar Policy

By submitting an event for inclusion on the University calendar, you agree to the terms outlined below. If you have any questions or concerns about the event submission process or policies, please e-mail jdjenkins@saumag.edu.

- All event submissions must be sponsored or hosted by an official SAU department, office, organization, or recognized group.
- Events may be held on- or off-campus, and must open (free or paid) to the general public, students, or the SAU community.
- If a student is submitting an event, he/she must first receive permission from their group's advisor. All student-submitted events must include the name and contact information of the approving faculty/staff member.
- All event submissions will be reviewed for content and proper categorization.
- Events must be submitted a minimum of one week prior to the event date.
- Each event submission must include a title, date, location, time, and brief description. Other content, such as images, links to relevant websites, registration information, and event contacts, is encouraged, but not required.
- Events that do not meet the criteria listed above may be denied inclusion or returned for modification.
- If an event is cancelled, it is the responsibility of the event organizer to notify the web staff of the cancellation.
- Due to space limitations and usability concerns, only a selective listing of events will appear on the University homepage. It is at the discretion of the Communications Center staff to determine what events warrant inclusion on the University homepage calendar.