

Campus Well ([go/CampusWell](https://go.middlebury.edu/CampusWell))

Content Submission Schedule: Fall 2022, Winter Term 2023 Campus Well Editor: Karly Beavers, kbeavers@middlebury.edu

Distribution Date	Deadline for images only (12pm ET)	Deadline for an information banner (12pm ET)	Deadline for articles (12pm ET) <i>Include author name, title, and headshot</i>
September 14 <i>*Back to school edition*</i>	August 26th	August 26th	August 26th
September 28	September 26	September 26	September 23
October 12	October 10	October 10	October 7
October 26	October 24	October 24	October 21
November 9 <i>*Sex Ed edition*</i>	November 7	November 7	November 4
November 18 (Friday morning send out before Thanksgiving recess)	November 16	November 16	November 14
December 7 <i>Last week of classes</i>	December 5	December 5	December 2
January 11	January 9	January 9	January 6
January 25	January 23	January 23	January 20

Formatting requirements:

- **Custom articles** or blog posts should be sent as an attachment in Microsoft Word or in a Google Doc and be formatted with any headings, spotlight quotes, and images that you'd like included. Articles should also include the author's name, title, and headshot. Videos can also be featured at the top of articles and must be links from either YouTube or Vimeo for inclusion.
- **Images** (flyers, resource sheets, infographics, etc.) must be in .jpg or .png format. Please include a title for your image that will show up as a heading and note whether the event, program, or service is limited to undergraduates or also includes MIIS students.
- **Information banners** can be created for you. Because they are clickable, you just need to submit pithy text that includes the title, go/link, and any relevant dates. If you have graphic design preferences or ideas, please include those as well.

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Content Submission Schedule: Spring 2023, Campus Well Editor: Karly Beavers, kbeavers@middlebury.edu

Distribution Date	Deadline for images only (12pm ET)	Deadline for an information banner (12pm ET)	Deadline for articles (12pm ET) <i>Include author name, title, and headshot</i>
February 8 <i>*New Feb Edition*</i>	February 6	February 6	February 3
February 15 <i>First Week of Classes</i> <i>*Love edition*</i>	February 13	February 13	February 10
March 1 <i>*Sleep edition*</i>	February 27	February 27	February 24
March 15	March 13	March 13	March 10
March 29	March 27	March 27	March 24
April 12 <i>*SAAPM*</i>	April 10	April 10	April 7
April 26	April 24	April 24	April 21
May 10 <i>Last edition of Spring 2023</i>	May 8	May 8	May 5

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