

## **Submitting an Event to a Calendar Listing**

Please refer to the information below when submitting an event to a print, radio or television calendar listing. You can submit the event to the e-mail address provided or click on the link and follow the directions.

It is recommended that events be submitted as soon as possible. Events should be submitted to newspapers no later than one month before the event date and no later than two months before the event date for magazines, unless otherwise noted below.

When submitting an event, make sure to include the following information:

Event Title  
Start Date  
End Date  
Type of Event  
Location  
Contact Information  
Web site, if applicable  
Event Time  
Event Cost  
Event Details

### **National**

#### **Chronicle of Higher Education**

[events@chronicle.com](mailto:events@chronicle.com)

(202) 452-1033

#### **Diverse: Issues in Higher Education**

<http://diverseeducation.com/Post.asp>

#### **Inside Higher Ed**

Scott Jaschik, Editor

[Scott.jaschik@insidehighered.com](mailto:Scott.jaschik@insidehighered.com)

(202) 659-9208

#### **USA Today**

Will only accept events in the form of a press release that are sent to a specific reporter.

(703) 854-3400

#### **Washington Post**

Gerri Marmer, Calendar & Events Editor

[dcextra@washpost.com](mailto:dcextra@washpost.com)

Will only run events located in D.C.

Amy Orndorff, Weekend Listings Editor

[orndorffa@washpost.com](mailto:orndorffa@washpost.com)

(202) 334-6808

Select the appropriate section you would like the event to appear.  
[www.washpost.com/news\\_ed/news/submit\\_cal.shtml](http://www.washpost.com/news_ed/news/submit_cal.shtml)  
Please submit event two weeks before event date.

### **Regional**

#### **ABC (Channel 7 WJLA)**

<http://cfc.wjla.com/community/addevent.cfm>

#### **Associated Press**

Ben Green, News Editor

[bgreene@ap.org](mailto:bgreene@ap.org)

(410) 837-8315

#### **CBS (Channel 9 WUSA)**

<http://search.wusa9.com/sp?aff=1003&skin=1>

#### **Express**

[expressevents@readexpress.com](mailto:expressevents@readexpress.com)

#### **FOX (Channel 5 WTTG)**

Doug Buchanan, News Assignment Editor

[Doug.buchanan@foxtv.com](mailto:Doug.buchanan@foxtv.com)

(202) 895-3000

#### **McClatchy-Tribune Information Services**

[mctregional@mctinfoservices.com](mailto:mctregional@mctinfoservices.com)

#### **NBC (Channel 4 WRC)**

<http://events.nbcwashington.com/listings>

#### **News Channel 8 Washington**

<http://cfc.news8.net/community/addevent.cfm>

#### **Northern Virginia Daily**

<http://www.nvdaily.com/calendar/create-entry.html>

(800) 296-5137

#### **Northern Virginia Magazine**

[calendar@northernvirginiamag.com](mailto:calendar@northernvirginiamag.com)

(703) 288-0204

Please submit events at least 60-90 days before the event date.

#### **Richmond Times-Dispatch**

Pat Row, Calendar & Events Editor

[prow@timesdispatch.com](mailto:prow@timesdispatch.com)

<http://thingstodo.timesdispatch.com/listings>

(804) 649-6731

**Washington Business Journal**

[http://washington.bizjournals.com/washington/calendar/add\\_listing](http://washington.bizjournals.com/washington/calendar/add_listing)

Submit event for \$99

**Washington City Paper**

Mike Riggs, Calendar and Events Editor

[mriggs@washcp.com](mailto:mriggs@washcp.com)

[www.washingtoncitypaper.com/events/submit/](http://www.washingtoncitypaper.com/events/submit/)

(202) 332-2100

Please submit event two weeks before event date.

**Washington Examiner**

<http://events.washingtonexaminer.com/login.aspx?url=add.aspx>

Must register as new user

(703) 903-2000

**Washington Informer**

<http://www.washingtoninformer.com/wi->

[web/index.php?option=com\\_jcalpro&Itemid=156&extmode=event&event\\_mode=add](http://www.washingtoninformer.com/wi-web/index.php?option=com_jcalpro&Itemid=156&extmode=event&event_mode=add)

(202) 561-4100

**Washington Times**

David Jones, Managing Editor

[djones@washingtontimes.com](mailto:djones@washingtontimes.com)

(202) 636-3190

**Washingtonian Magazine**

<http://www.washingtonian.com/addEvent.html>

(202) 296-3600

**WTOP News**

Judy Taub, News Assignment Editor

[jtaub@wtopnews.com](mailto:jtaub@wtopnews.com)

(202) 895-5060

**WWWT-FM**

Brian Olinger, Operations Manager

[boliger@wtopnew.com](mailto:boliger@wtopnew.com)

(202) 895-5149

**Local**

**Alexandria Times**

<http://www.alextimes.com/accounts/login/?next=/events/add/>

Must create login name and password.

### Capital Gazette Newspapers

- **The Capital** (serving Annapolis, Anne Arundel County, Kent Island)
- **Maryland Gazette**
- **Bowie Blade News**
- **Crofton News-Crier**
- **West County Gazette**
- **South County Gazette**

[http://www.hometownannapolis.com/events\\_admin\\_index.html](http://www.hometownannapolis.com/events_admin_index.html)

Must create login name and password.

Calendar items should be submitted by one week prior to desired date of publication.

### Chronicle Newspapers

- **South County Chronicle**
- **The Chronicle**
- **Fairfax Chronicle**

Kathy Marinucci, Calendar & Events Editor

Please specify which paper the item is for.

[calendar@chroniclenewspapers.com](mailto:calendar@chroniclenewspapers.com)

(703) 440-9550

### Connection Newspapers

- **Alexandria Gazette Packet**

Steve Hibbard, Managing Editor

[gazette@connectionnewspapers.com](mailto:gazette@connectionnewspapers.com)

<http://connectionnewspapers.com/article.asp?article=331344&paper=59&cat=226>

(703) 917-6407

Deadline is Thursday at noon for following week's paper.

- **Arlington Connection**

Steve Hibbard, Managing Editor

[arlington@connectionnewspapers.com](mailto:arlington@connectionnewspapers.com)

Deadline is 2 p.m. the Thursday before publication.

(703) 917-6407

- **Ashburn Connection** (serving Ashburn, Belmont, Brambleton, Broadlands, Lansdowne)

[loudoun@connectionnewspapers.com](mailto:loudoun@connectionnewspapers.com)

Deadline is Friday, two weeks prior to event.

(703) 917-6454

- **Burke Connection**

[south@connectionnewspapers.com](mailto:south@connectionnewspapers.com)

Deadline is two weeks prior to event.

(703) 917-6459

- **Cascades Connection** (serving Cascades, Countryside, Potomac Falls, Sterling)

[loudoun@connectionnewspapers.com](mailto:loudoun@connectionnewspapers.com)

Deadline is Friday, two weeks prior to event.

(703) 917-6454

- **Centre View**

- [centreview@connectionnewspapers.com](mailto:centreview@connectionnewspapers.com)  
(703) 917-6434
- **Fairfax Connection**  
[south@connectionnewspapers.com](mailto:south@connectionnewspapers.com)  
Deadline is two weeks prior to event.  
(703) 917-6459
  - **Fairfax Station/Laurel Hill/Clifton**  
[south@connectionnewspapers.com](mailto:south@connectionnewspapers.com)  
Deadline is Friday. Dated announcements should be submitted at least two weeks prior to the event.  
(703) 917-6459
  - **Great Falls Connection**  
[mclean@connectionnewspapers.com](mailto:mclean@connectionnewspapers.com)  
Deadline is Thursday for the following week's paper.  
(703) 917-6449
  - **Herndon Connection**  
[reston/herndon@connectionnewspapers.com](mailto:reston/herndon@connectionnewspapers.com)  
Deadline is Thursday for the following week's paper.  
(703) 917-6437
  - **McLean Connection**  
[mclean@connectionnewspapers.com](mailto:mclean@connectionnewspapers.com)  
Deadline is Thursday for the following week's paper.  
(703) 917-6449
  - **Mount Vernon Gazette**  
Steve Hibbard, Managing Editor  
[gazette@connectionnewspapers.com](mailto:gazette@connectionnewspapers.com)  
(703) 917-6407
  - **Potomac Almanac**  
[almanac@connectionnewspapers.com](mailto:almanac@connectionnewspapers.com)  
Deadline is Thursday at noon for the following week's paper.  
(703) 917-6437
  - **Reston Connection**  
[reston/herndon@connectionnewspapers.com](mailto:reston/herndon@connectionnewspapers.com)  
Deadline is Thursday for the following week's paper.  
(703) 917-6449
  - **Springfield Connection**  
[springfield@connectionnewspapers.com](mailto:springfield@connectionnewspapers.com)  
(703) 917-6459
  - **Vienna/Oakton Connection**  
[Vienna@connectionnewspapers.com](mailto:Vienna@connectionnewspapers.com)  
(703) 917-6449

**Fairfax County Times Newspapers**

Lorin Buck

[lbuck@fairfaxtimes.com](mailto:lbuck@fairfaxtimes.com)

(703) 437-5400

**Falls Church News Press**

Jody Fellows, Managing Editor

[jfellows@fcnp.com](mailto:jfellows@fcnp.com)

(703) 532-3267

**Gazette Newspapers** (Montgomery, Prince George, Frederick, Carroll counties)

<https://calendar.gazette.net/node/add/event>

Please submit event one week prior to desired date of publication.

**Inside NoVa Newspapers**

- **Culpeper Star-Exponent**
- **Potomac News**
- **Manassas Journal Messenger**
- **Stafford County Sun**
- **Belvoir Eagle**

<http://events.insidenova.com/listings>

**Leesburg Today**

[www.leesburg2day.com/calendar/submit](http://www.leesburg2day.com/calendar/submit)

[calendar@leesburgtoday.com](mailto:calendar@leesburgtoday.com)

**Sun Gazette Newspapers** (Arlington, McLean, Vienna, Oakton, Great Falls)

Scott McCaffrey

[smccaffrey@acnpapers.com](mailto:smccaffrey@acnpapers.com)

(703) 738-2532

**Times Community Newspapers**

- **Culpeper Times**  
[www.culpepertimes.com/events/](http://www.culpepertimes.com/events/)
- **Fauquier Times-Democrat**  
[www.fauquier.com/events/](http://www.fauquier.com/events/)
- **Gainesville Times**  
[www.gainesville-times.com/events/](http://www.gainesville-times.com/events/)
- **Loudoun Times-Mirror**  
[www.loudountimes.com/events/](http://www.loudountimes.com/events/)
- **Rappahannock News**  
[www.rappnews.com/events/](http://www.rappnews.com/events/)

**Washington Afro-American Newspaper**

Zenithia Prince, Editor

[dceditor@afro.com](mailto:dceditor@afro.com)

(202) 332-0080

**Internal Communication Information**

Please refer to the information below for internal campus communication options.

### **Announcements**

Announcements are an online listing of important announcements regarding University services and operations. Announcements include a variety of important Mason information, including important academic dates, departmental/office moves and various deadlines. Announcements can be found at <http://today.gmu.edu/announcements/>.

To include your events and announcements, contact Mariama Boney at [mboney@gmu.edu](mailto:mboney@gmu.edu) or 703-993-1005.

### **Arlington Information Desks**

The Arlington Information Desks are located in the Original Building, 2<sup>nd</sup> floor lobby and Room 102B. The desks provide information on all aspects of the university with specific emphasis on the Arlington campus.

Contact: Anna Rabinowitz at [arabinow@gmu.edu](mailto:arabinow@gmu.edu) or 703-993-8993.

### **Banners**

Banners can be posted inside the Johnson Center and Student Union Building II and outside Student Union Building I and II.

Banners must be approved by Student Centers in the Johnson Center, Room 324

Contact: 703-993-2921

### **Easels**

Easels can be sent up in the Johnson Center, Student Union Building I and II.

Easels must be approved by Student Centers in the Johnson Center, Room 324

Contact: 703-993-2921

### **Electronic Signboards**

Electronic signboards are programmed and maintained at the following locations:

- Arlington Campus, Original Building, 1<sup>st</sup> floor
- Johnson Center Information Desk

A full listing of guidelines for submitting a signboard request form can be found at <http://www.gmu.edu/departments/infoservices/signboardrules.pdf>

The form for the Arlington signboard can be found at <http://www.gmu.edu/departments/infoservices/signboardrequest.doc>

The form for the Johnson Center signboard can be found at <http://www.gmu.edu/departments/infoservices/JCsignboardrequest.doc>

Contact: Suzy Wiedemann at [swiedema@gmu.edu](mailto:swiedema@gmu.edu) or 703-993-1005.

### **Flyers and Posters**

Flyers and posters must be approved at the Johnson Center Information Desk and the Johnson Center electronic message board.

### **Information Networking Committee**

Information networking committee is a group of key information people in academic units and university departments that meet monthly to share information about their units. Speakers are periodically invited on a topic related to the entire group.

Minutes for the meeting can be found at

<http://www.gmu.edu/departments/infoservices/networkingminutes.html>

Contact: Mariama Boney at [mboney@gmu.edu](mailto:mboney@gmu.edu) or 703-993-1005.

### **Leafleting**

Leafleting is allowed on the sidewalk areas in front of the Johnson Center, Student Union Building I and II.

Leafleting information must be approved by Student Centers in the Johnson Center, Room 324

Contact: 703-993-2921

### **Marquee Board**

The marquee board is programmed and maintained on Braddock Road.

A full listing of guidelines for submitting a marquee request can be found at

<http://www.gmu.edu/departments/infoservices/ElectronicMarquee.pdf>

Contact: Suzy Wiedemann at [swiedema@gmu.edu](mailto:swiedema@gmu.edu) or 703-993-1005.

### **Mason E-Files and E-Alerts**

Mason E-Files is an online, weekly digest of University announcements, events and training. This announcement system is sent via email weekly to all faculty and staff on the mailing list.

Mason E-Alerts are announcements that are emailed to faculty and staff. Alert announcements include school closings, unscheduled or short notice outages (power, water, heating, etc.), campus emergencies, significant computer network disruptions, closed roads, etc.

To submit items to both E-Files and E-Alerts send to [efiles@gmu.edu](mailto:efiles@gmu.edu).

If you have questions or comments, contact Mariama Boney at [mboney@gmu.edu](mailto:mboney@gmu.edu) or 703-993-1005.

**Mason Gazette**

The Mason Gazette is an online newspaper for faculty and staff about Mason related people and events. The Gazette is updated daily. To submit a story idea:

Contact: Robin Herron at [rherron@gmu.edu](mailto:rherron@gmu.edu) or 703-993-8804

Contact: Gazette@gmu.edu

**Plasma Screen**

The plasma screen is located in the Johnson Center near the Information Desk.

Information on the plasma screen must be approved by Student Centers in the Johnson Center, Room 324

Contact: 703-993-2921

**Prince William Information Desks**

The Prince William Information Desks are located in the lobbies of the Occoquan Building and Bull Run Hall. The desks provide information on all aspects of the university with specific emphasis on the Prince William campus.

Contact: Mary Lee May at [mmay1@gmu.edu](mailto:mmay1@gmu.edu) or 703-993-8341.

**Tables and Kiosks**

Tables and kiosks can be set up in the Johnson Center, Student Union I Lounge and Quad and Student Union II mid-level.

Tables and kiosks must be approved by Student Centers in the Johnson Center, Room 324

Contact: 703-993-2921

**Table Tents**

Table tents can be placed in the Johnson Center, Student Union Building I and II.

Table tents must be approved by Student Centers in the Johnson Center, Room 324

Contact: 703-993-2921

**Today @ Mason**

Today @ Mason is the university's master calendar of events. It is searchable by week, month, campus location and type of event.

To submit an event on the calendar, contact Danny Wiedemann at [dwiedema@gmu.edu](mailto:dwiedema@gmu.edu).

When emailing, provide name of event, date of event, location, fee (if any) contact name and number, web address (if applicable), and a brief blurb about the event.

**1610 AM Traveler's Radio**

1610 AM is a public service radio station heard within a 4-6 mile radius of the Fairfax campus that is updated weekly with directions to campus, major events, traffic and parking information.

Contact: Suzy Wiedemann at [swiedema@gmu.edu](mailto:swiedema@gmu.edu) or 703-993-1005

To contact **Broadside, GMView, Mason Cable Network or WGMU:**

Kathryn Mangus, [kmangus@gmu.edu](mailto:kmangus@gmu.edu) or 703-993-3004

Student Union Building I, Room 204