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| TO: |  |
| FROM |  |
| RE: |  |

Archnews can go out to students, faculty, staff, or all three. Archnews should have a practical and immediate call-to-action or relay timely information regarding safety, campus updates, benefits, or other high-priority information. Archnews typically include contact information at the end.

**Submitting your communication to OVPFA:**

* Follow this template—all communications must include the information located in the header and at the top of the page and must be reviewed by the unit’s respective AVP and department heads as necessary prior to submitting.
* Send the AVP-approved document to **Hayley Clement** ([hayleyrm@uga.edu](mailto:hayleyrm@uga.edu)). Hayley will review it, get back to you with initial edits and then proceed with proofing through OVPFA (and the President/Provost’s Office if necessary). The final document will be shared back with you as a confirmation. Hayley will handle distribution.
* We request a minimum of **5 business days** for reviews before your communication is scheduled to go out.