

Got a message of interest to the University community?

Got a meeting to announce? Is your organization sponsoring a speaker on or off campus? Do you need volunteers for your program?

Use briefs.

The Emerald for many years has provided briefs as a service to the University community—and we will continue to do so this school year. Briefs are for people to let other people know about coming events. Anyone can turn in a brief. Just stop up at 301 Allen Hall and turn in your announcement.

Before you turn in your briefs, you should observe a few requirements. Briefs **must** be readable. Briefs **must** include pertinent information, such as time, date and place. And, they should be typed and triple spaced, if possible.

Briefs can be run for two days at a time in the Emerald. They usually can be found on the classified advertisement pages or on the "on campus" pages of the Emerald.

When you turn in your brief, this is what will happen: in the case of an event, the brief will be run the day of and the day before the event. In the case of a general announcement, the brief will be run for two days, whenever space allows.

All briefs are subject to space limitations. We try to get all

briefs in on their appropriate days, but emergencies sometimes arise and space is needed. Therefore we can't solidly guarantee that your brief will be printed. But, most of the time it will.

The deadline for turning in briefs is 2:30 p.m. the day before the brief is to be published (The Emerald will be publishing five days a week—Monday through Friday—during the school year, except exam periods and holidays.) There are several categories of briefs: speakers, meetings, films, campus interviews, PL-3, KWAX-FM, and miscellaneous. Please specify the appropriate category on your brief.

Oh—one last thing. Briefs are free. No charge. And you can use briefs as many times as you feel is necessary.

So, when you've got something of interest to the University community, let them know about it through briefs. It's easy, and it doesn't cost anything.

And, by the way, when you're trying to find out what's happening in Eugene on a particular day, check out briefs. Chances are you'll find out about a lot of things you wouldn't have known about otherwise.

BRIEFS