Loopy Submission Guidelines

**Purpose of Loopy**

Loopy is a service provided by the [Office of Student Programs](http://www.spu.edu/depts/studentprograms/) to promote on-campus events and programs hosted by Seattle Pacific University academic departments, ASSP-affiliated student groups, and Registered Student Organizations for the good of the greater community of SPU undergraduate students.

The weekly Loopy email newsletter is distributed to all undergraduate students every Monday throughout the academic year.

**Submission Guidelines**

Loopy is exclusively for SPU departmental and approved student groups’/clubs’ events to promote their on-campus programs to the greater SPU undergraduate community.

Events specific to small groups of students or from groups outside of SPU's recognized departments and clubs will not be included in the newsletter. Outside groups are welcome to take posters to the Unicom desk in the Student Union Building for approval to promote their events on SPU's campus. Please review the official [Posting Policy](http://www.spu.edu/depts/studentprograms/PostingPolicy.htm) before publicizing on campus.

**To submit an event:**

* Fill out the [online submission form](https://spu.formstack.com/forms/loopy_submission)
* Once submitted, the Loopy editor will review your submission. All submissions subject to review by the Office of Student Programs.
* For further questions or comments, contact the Loopy editor at loopy-editor@spu.edu.