



Guidelines for Inclusion in the Patchogue Arts Council's E-News & Arts & Culture Calendar

Email events for inclusion to: info@patchoguearts.org

Guidelines for Inclusion on the Patchogue Arts Council's E-News

PAC focuses on organizations and events that take place 1st in Patchogue, 2nd the Great South Bay Area, and 3rd in external Long Island areas dependent on space available*. The subject line of the email should state "newsletter/calendar". Press Releases (or simply who, what, where, when and why of the event) as a word document, PDF or in the body of the email must be received by:

- The 15th of the month for inclusion in the early month e-news* - events happening during the 1st and 2nd weeks of the month will be posted.
- The 1st of the month for inclusion in the mid-month e-news* - events happening in the last 2 weeks of the month will be posted.

Guidelines for Inclusion on the Patchogue Arts Council's Arts & Culture Calendar

PAC accepts items from across Long Island for its Arts & Culture Calendar on a rolling basis through-out the month. Who, what, where, when and why of the event should be in the body of the email, and the subject line should state "newsletter/calendar"*. The calendar is located online at <http://patchoguearts.org/calendar.html> and is color coded by region the event takes place.

Events in Green: Art & Cultural Events of the Great South Bay

Events in Purple: Long Island Art & Cultural Events beyond the Great South Bay

*Though we try our best not to miss anything, we cannot guarantee inclusion! Emails that contain only Jpegs of the event information and no typed information will not be included. Events will be posted in the newsletter released closest to the date of the event.