

Guidelines for Submitting Events to The Social Justice Calendar

The Social Justice Calendar is a public service partnership between the Institute for Policy Studies (IPS) and WPFW. Visit IPS-DC.org for more information about IPS and WPFW.org for information about WPFW.

The Social Justice Calendar generally airs Mondays through Fridays at about 9:30 am, roughly the bottom of the hour of the each 9 AM airing Monday through Friday but may also air other times at the discretion of WPFW management and programmers (show hosts/producers). The calendar is created once a week by IPS staff every Thursday and as events pass they are edited from the week's broadcast by WPFW staff.

Submissions

To have your event considered for inclusion in the social justice calendar send an email to SocialJusticewlfw@ips-dc.org with the **event title and date in the subject line**. Events must be sent no later than the close of business on the Thursday prior to the week of the event. Submissions to the calendar must be clearly relevant to a “social justice” issue in order to qualify. Submissions must have a specific date or dates and cannot be an infinitely or indefinitely repetitive occurrence. Monetary values cannot be quoted on the air. So events that require an admission fee, a ticket purchase, etc. can only, at most, say “an admission fee is required” or “to purchase tickets call/visit etc”.

Format

Submissions should adhere to the following format; sent as plain text within the body of your email and with **no attachments**. The order of the information should be as follows:

- 1.) Date [no need to include the year],
- 2.) Event title with a couple words of description,
- 3.) Time,
- 4.) Location
- 5.) Means of getting more information [a website and phone are preferable].

Example:

"Wednesday, January 20th the GW School of Public Health and Health Services will discuss Heroin Assisted Treatment for an Interdisciplinary look at drug policy, 6 to 8:30 pm at George Washington University's Media & Public Affairs Building, 805 21st Street NW. For more information call 202-683-2990 or visit DrugPolicy.org"

Because each weekly calendar is a maximum of 3.5 minutes and tries to accommodate as many events as possible, no other information (than what is above) will be included about your event. Including more information than is in the example will only give us more script editing work and will not result in squeezing in information. So compliance with this will be greatly appreciated. Again, mentioning of specific dollar amounts for

anything is prohibited. However, admission fees, ticket costs, suggested entrance donations may be alluded to. So be sure to include contact information for interested listeners.

Disclaimer

Due to the volume of events, there can be no guarantee that an event will get included in the calendar. Additionally during the station's pledge drive regular programming is pre-empted and no Social Justice Calendar is produced or aired. Because the calendar producers are not WPFW staff but are IPS staff with other priorities and unforeseen demands on their time, there may be instances when 2 calendars are produced in anticipation of production schedule conflicts. Meaning, a calendar might be created in advance of the following week's deadline or with a few events dated further away to give a particular calendar a longer broadcast life. In such instances even some event submissions that follow the guidelines might not get included. We apologize in advance.