



EXTERNAL COMMUNICATION SUBMISSION

COMMUNICATION	CONTENT REQUIREMENTS	TIME LINE
DECA DIRECT ONLINE	<ul style="list-style-type: none"> Text only provided in a word document that has been approved by department and proofread. One image is required to post article, please provide image(s) separately. <i>(Image must be horizontal orientation.)</i> 	48 HOURS PRIOR TO POST TIME
DECA DIRECT WEEKLY Sent every Tuesday, these weekly emails go to High School and Collegiate chapter advisors.	<ul style="list-style-type: none"> Link to content on DECA Direct Online. Provide image separately, if different from the one posted on DECA Direct Online. <i>(Image must be horizontal orientation.)</i> 	FRIDAY 4:30 THE WEEK PRIOR
SOCIAL MEDIA POSTS	<ul style="list-style-type: none"> Text provided that has been approved by department and proofread. Please provide images separately. 	48 HOURS PRIOR TO POST TIME

■ [SUBMIT CONTENT HERE](#)

COMMUNICATION	CONTENT REQUIREMENTS	TIME LINE
CONSTANT CONTACT EMAIL BLAST	<ul style="list-style-type: none"> Text only provided in a word document that has been approved by department and proofread. Email recipients provided in an excel spreadsheet. 	48 HOURS PRIOR TO POST TIME

■ [SUBMIT CONTENT HERE](#)

WEB SITE UPDATE SUBMISSION

UPDATE TYPE	CONTENT REQUIREMENTS	TIME LINE
RECURRING	<ul style="list-style-type: none"> Web site updates that happen every year. <i>(i.e. conferences, competitive events and scholarships.)</i> 	MAY
MAJOR	<ul style="list-style-type: none"> Multiple pieces of content, graphics, documents and links update. 	72 HOURS FROM SUBMISSION DATE
MINOR	<ul style="list-style-type: none"> Single piece of content, graphic, document and link update. 	24 HOURS FROM SUBMISSION DATE

■ [SUBMIT UPDATES HERE](#)

URGENT WEB SITE UPDATE

For any urgent updates please email the Communications + Marketing Department. Please mark the email high priority.

■ [SUBMIT EMAIL HERE](#)