

## Guidelines for Wednesday Express Submissions

- All submissions must be sent to Kathy at [finnbrennank@oes.edu](mailto:finnbrennank@oes.edu) by **Monday afternoon at 3:00 PM** prior to the publication of that week's Wednesday Express. Submissions sent after Monday will be posted in the following week's Wednesday Express.
- All submissions must be pre-formatted in a word document or able to be simply copied and pasted from an email.
- Any images must be sent as a .jpg file.

If you have any questions please contact Kathy at [finnbrennank@oes.edu](mailto:finnbrennank@oes.edu) or 503-768-3143.