



## ARTS E-NEWS INFORMATION

The Arts e-News is an electronic newsletter compiled by the Arts Council. It is comprised of visual, performing, and other arts events that are happening in the regional area. The newsletter is updated on a weekly basis and sent out by e-mail on Tuesdays. Receiving the newsletter is **FREE** and a great way to keep up on the art events happening in your area.

If you are currently receive the Arts e-News but are not a member of the Arts Council...**consider joining today!** Please call **812 422-2111** or visit our web site at [www.artswin.evansville.net/membership.htm](http://www.artswin.evansville.net/membership.htm) to receive membership information.

If you currently receive the Arts e-News and no longer wish to receive it, please e-mail the Arts Council at [recep@evansville.net](mailto:recep@evansville.net)

### Arts e-News' Guidelines & Deadlines:

- 1) If you have an art event or opportunity you want included in Arts e-News, send us a profile of that item.  
Include such things as:
  - a.) Event name & description
  - b.) Date & time
  - c.) Location of event
  - d.) Cost of admission
  - e.) Where tickets can be purchased or reservations made
  - f.) Any applicable deadlines
  - g.) Contact name & information for whoever is responsible for fielding questions regarding the event
- 2) In the interest of space, a listing of 50 words or less is preferable. We need to receive the information in Microsoft Word-compatible format
- 3) E-Mail event information to: **recep@evansville.net**
- 4) Events should be received no later that 10 a.m. on the Tuesday of the week the sender wants it to run in Arts e-News
- 5) No picture attachments accepted

Also, please note that this is an Arts Council **MEMBER BENEFIT** and therefore priority will be given to our members regarding what goes into Arts e-News.

Thank you,

**Arts Council of Southwestern Indiana**  
**812-422-2111**  
**recep@evansville.net**  
**www.artswin.evansville.net**