

# GUIDELINES for Content Contributors



Thank you for your interest in providing content for UAPB's Monday Morning On The Yard Podcast. MMOTY serves as a UAPB campus and community-focused PRIDE Powered platform for our collective voice. We cover topics and events that speak from the “personal touch” we value in pursuing higher education and advancement.

Students, faculty and staff will have an opportunity to share and stay informed on a diverse range of topics including higher education trends and perspectives, HBCU culture, events, health & wellness, music and more

Below are the guidelines to follow for content consideration:

- Create a script, use a PSA (Public Service Announcement) 30-60 second format or maximum of three minutes if topic includes an interview with Q&A.
- Ensure you use copyright free music and visuals or secure copyright by email.
- The script and basic recording plan must be approved by the Vice Chancellor, Department Chair or Senior Leader responsible for your community organization.
- Complete the [UAPB MMOTY Submission form](#) to send the script with approvals referenced above for review, feedback, and approval.
- We encourage you to record content in the One Button Studio located at the John Brown Watson Memorial Library to maintain sound and visual quality.
- Once approved, we will notify you of the episode that your content will appear in.
- Understand that your submitted content becomes the property of the University of Arkansas at Pine Bluff in perpetuity and we reserve the right to edit the final content and publish it without notice to any UAPB outlets or channels.
- If you share or have shared the content internally or externally, please share the posting location with the Office of Communications by emailing [hestercliftonm@uapb.edu](mailto:hestercliftonm@uapb.edu).
- If you have any questions, contact Mary Hester-Clifton, [hestercliftonm@uapb.edu](mailto:hestercliftonm@uapb.edu) or Sonya Lockett, [locketts@uapb.edu](mailto:locketts@uapb.edu).

Thank you.

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