

How to Get the Word Out - Just the Facts 2016-2017

Newsletter

Deadline: 2nd Friday of the month at noon
Length: 200 - 400 Words
Content: Big Picture/Goals related - Please include digital photos
Send To: newsletter@uusociety.org

ENews Blast

Deadline: Wednesdays at noon
Length: Shorter is better! Can contain links and photos
Content: Items directly related to FUUSB, UUA, or organizations that we have a formal relationship with. Please indicate if you would like this posted on Facebook as well.
Send To: enewsblast@uusociety.org

Facebook/Instagram

Deadline: No deadline
Length: Shorter is better or put in a link. Include photo.
Content: Upcoming events, discussions, etc.
Send To: annemarie@uusociety.org w/ subject line: For Social Media

Order of Service Announcements

Deadline: Monday at 5:00 p.m.
Length: 60 words or less
Content: Upcoming Events, notices, UU related
In an effort to save paper we discourage inserts.
Send To: orderofservice@uusociety.org

Website

Deadline: No deadline
Length: No limit
Content: All items on the calendar are automatically put on the calendar in the Member's section of the website.
The items on the grey side-bar calendar on the website are put there by request and can include links to other sites or documents and photos. All other website content must be approved by the Director of Administration. Digital photo submissions are welcomed.
Send To: annemarie@uusociety.org

Postering

Send to: annemarie@uusociety.org cc: officeassistant@uusociety.org