

## How to Get the Word Out 2018-2019

### **The Steeple Quarterly Newsletter**

Deadline: Fourth Monday of the previous month (tentatively 8/27, 11/26, 2/25, 5/28).  
*The Steeple* is published the second Wednesday of the month (tentatively September, December, March, and June).  
Length: 200 - 400 words (Front page/lead articles may be longer.)  
Content: Articles about FUUSB that are big picture/goals related; photos welcomed.  
Send To: [newsletter@uusociety.org](mailto:newsletter@uusociety.org)

### **eNews Weekly Email Newsletter**

Deadline: Mondays at noon.  
Length: Shorter is better! Can contain links and photos.  
Content: Shorter items directly related to FUUSB, UUA, or organizations with which we have a formal relationship (such as event announcements).  
Send To: [enewsblast@uusociety.org](mailto:enewsblast@uusociety.org)

### **Facebook**

Deadline: No deadline  
Length: Shorter is better, or include a link.  
Content: Upcoming events, discussions, etc.  
Send To: Members may post directly to the Facebook group page ([www.facebook.com/groups/UUSocietyBurlington/](http://www.facebook.com/groups/UUSocietyBurlington/)) or if you are not on Facebook you may email to: [UUSocietyBurlington@groups.facebook.com](mailto:UUSocietyBurlington@groups.facebook.com).

### **Order of Service Announcements**

Deadline: Mondays at noon.  
Length: 60 words or less  
Content: Upcoming events and notices, UU related or from organizations with which we have a relationship. In an effort to save paper we discourage inserts. If an insert is needed, it should fit on 1/3 of a legal or letter size sheet of paper, or 1/2 of a letter-size sheet.  
Send To: [orderofservice@uusociety.org](mailto:orderofservice@uusociety.org)

### **Website**

Deadline: No deadline  
Length: No limit  
Content: Events at FUUSB are automatically put on the public calendar on the website. Events listed on the homepage are put there by request. All other website content must be approved by the Director of Operations. Photos are welcomed.  
Send To: [xina@uusociety.org](mailto:xina@uusociety.org)

### **Postering**

Fliers can be left at the main office, or email to [mary@uusociety.org](mailto:mary@uusociety.org).

**Questions?** Please email [mary@uusociety.org](mailto:mary@uusociety.org).