

## FUUSB - How to Get the Word Out - 2019-2020

### **The Steeple Newsletter**

Deadlines: Tentatively 8/26, 10/28, 2/17, 4/27, for publication in September, November, March, and May.  
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: Monday for that week's issue. The eNews is published on Thursdays.  
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: Monday for the following Sunday service  
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, please email as a ready-to-print Microsoft Word document. Inserts should fit on 1/3 of a legal or letter size sheet of paper (three inserts per sheet), or 1/2 of a letter-size sheet (two inserts per 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 congregational calendar on the website. FUUSB events are listed on the homepage if open to the FUUSB or wider community. 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).