

# How to Get the Word Out

## 2017-2018

### ***The Steeple Monthly Newsletter***

Deadline: Third Monday of the previous month.  
*The Steeple* is published the first Wednesday of the month.  
Length: 200 - 400 Words  
Content: Big Picture/goals related, can include digital photos.  
Send To: newsletter@uusociety.org

### ***eNews Weekly Email Newsletter***

Deadline: Mondays at noon.  
Length: Shorter is better! Can contain links and photos.  
Content: Items directly related to FUUSB, UUA, or organizations with which we have a formal relationship.  
Send To: enewsblast@uusociety.org

### **Facebook**

Deadline: No deadline  
Length: Shorter is better or include a link.  
Content: Upcoming events, discussions, etc.  
Send To: 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

### **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.*  
Send To: orderofservice@uusociety.org

### **Website**

Deadline: No deadline  
Length: No limit  
Content: All events at FUUSB are automatically put on the public calendar on the website. Items on the gray side-bar calendar on the website's homepage are put there by request and can include links to other sites, documents, or photos. All other website content must be approved by the Director of Operations. Digital photo submissions are welcomed.  
Send To: xina@uusociety.org

### **Postering**

Flyers can be left in the main office, or email to mary@uusociety.org.