Guidelines for Newsletter Submissions

In an effort to streamline the UUCSC NEWS AND UPDATES newsletter, the Communications Committee has suggested these guidelines to shorten its length:

Submissions for two major categories are always welcome from any member of the congregation, and Committee Chairs are encouraged to post messages in the newsletter to help them do their work.

1) **Stay in the Loop at UUCSC -** *what our congregants need to know to participate in UUCSC activities.*
   Committees needs or announcements to the whole congregation. Please include **submitted by…**
   Group or committee meetings that are open to the congregation. Please include **submitted by…**

2) **Community Connections -** *what our congregants need to know about connecting to the broader community, including education and enrichment activities for all.*
   Outside events and UUCSC outreach efforts that are supportive of our principles and fundraising events that we have supported through Share the Plate. Please include **submitted by…**

General guidelines to submit an entry for the newsletter.

1. Email please by Tuesday of the week you want the news to post. Subject line: **Newsletter Item**
2. Please include
   a. Event name
   b. Day and date, time and location
   c. A sentence that does not include the info in a. and b. above, as a teaser for the event.
   d. Optional: Include a text document/flyer (Word or Google Doc) or a link to a website if you want additional information like bio of presenters, registration or ticket purchase etc.
   e. OptionalL Include an image, attached separately, that you prefer to be used. (We will find one, if you don't.)
3. Editorial discretion will be used in determining **where** in the newsletter the event will run and **how far out** depending on overal importance to the congregation and community. Two weeks out will be standard for most events with exceptions for book studies. requests for early registrations, and ongoing involvement.

Communications Committee 09/08/24
Etta Zasloff, Chair