

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

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

The Steeple Newsletter

Deadlines: Please email mary@uusociety.org for current Steeple deadlines.
Length: 200 - 400 words
Content: Articles about FUUSB that are big picture/goals related; photos welcomed.
Send To: newsletter@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/) or if you are not on Facebook you may email to: 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

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

Postering

Fliers can be left at the main office, or email to mary@uusociety.org.

Questions? Please email mary@uusociety.org.