



Guidelines for submitting Announcements to the Order of Service and Weekly E-News

Please direct all announcements to garnett@fuub.org.

- Announcements should be no longer than 100 words.
- Longer announcements may be edited, or readers may be directed to the website for additional information.
- All announcements are subject to the [First Unitarian Communications Policy](#).
- All announcements are due no later than noon on Wednesday for publication that week's Order of Service and weekly E-News.
- Certain announcements will also appear as events on social media (Google Business, Facebook, Instagram, Twitter) at the discretion of the Director of Congregational Life.

Event Announcements should include the following:

- 1) The day, date, start and end time (if available)
- 2) Location (if off-site please be specific)
- 3) Sponsoring Committee or group.
- 4) A contact for additional information – email is fine. We do not recommend including a phone number for on-line announcements.
- 5) Whenever possible, please use the following format for submission Day, Date, Time – Title of Event

Announcements that do not follow these guidelines may be returned for editing.

All announcements are subject to editing for content and length. For more information, contact [Garnett Losak](#)

Example Announcement

Sunday, May 3rd, 12:45 – 2:00PM – Newcomers Orientation

All are welcome to join Rev. Ana and our Director of Congregational Life, Garnett Losak, in the library for this introduction to Unitarian Universalism and our congregation. Sponsored by the Membership Council. For more information contact Garnett Losak (garnett@fuub.org)

Updated: October 23, 2019