

## How To Get the Word Out Just the Facts

### Newsletter

Deadline: 3<sup>rd</sup> Monday of the Month  
Length: 200 - 400 Words  
Content: Big Picture/Goals related  
Send To: [newsletter@uusociety.org](mailto:newsletter@uusociety.org)

### Enews Blast

Deadline: Wednesdays at noon  
Length: No limit, but shorter is better, can contain links and photos  
Content: Items directly related to FUUSB, UUA, or organizations that we have a formal relationship with.  
Send To: [enewsblast@uusociety.org](mailto:enewsblast@uusociety.org)

### Facebook

Deadline: No deadline  
Length: No limit  
Content: Upcoming events, discussions, etc.  
Send To: [UUSocietyBurlington@groups.facebook.com](mailto:UUSocietyBurlington@groups.facebook.com)

### Order of Service Announcements

Deadline: Wednesday at noon  
Length: 60 words or less  
Content: Upcoming Events, notices, UU related  
In an effort to save paper we discourage inserts.  
Send To: [orderofservice@uusociety.org](mailto:orderofservice@uusociety.org)

### Website

Deadline: No deadline  
Length: No limit  
Content: All items on the calendar are automatically put on the calendar in the Member's section of the website. The items on the grey side-bar calendar on the website are put there by request and can include links to other sites or documents and photos. All other website content must be approved by the Director of Administration.  
Send To: [xina@uusociety.org](mailto:xina@uusociety.org)