

## **Weekly Connections Newsletter Announcement Guidelines:**

### **General Submission Guidelines:**

- Announcements intended for the Weekly Connections Newsletter must be submitted by the Monday night before the Wednesday publication date.
- Announcements must deal with church-related or church-sponsored events and issues.
- Final decisions about which announcements will be included will be made by the Publications Committee, church office staff, and church program staff.
- Any fundraising activities must meet UUCE Sales Policies and be approved by the Minister and/or Treasurer at [operations@uueugene.org](mailto:operations@uueugene.org).
- Announcements may be edited for space needs and clarity reasons.

### **Please include the following with your announcement:**

- Event description: who, what, why, links to further information (if any).
- For recurring dates, specify if the group will be closed to drop-in attendance after the group has started.
- If there is a charge for the event, please mention that.

If you have any questions or concerns about your submission, reach out to [publications@uueugene.org](mailto:publications@uueugene.org) or [office@uueugene.org](mailto:office@uueugene.org) via email.

You can also call the church office at 541-686-2775x3.