

# COMMUNICATIONS: Information & Deadlines

Does your committee or group have a gathering? A fundraiser? Good news to share? Here's how to spread the word:

## **Weekly eNews (Thursday):**

The submission deadline for the weekly eNews is **every Thursday by 10am**. Article must include a subject line. The first three sentences of the article should be the lead (the most important information). If you would like an article to be repeated, **it must be rewritten (new wording) and resubmitted the following week**. Please send your eNews submission(s) to **Tish Murphy** at [Information@UUAsheville.org](mailto:Information@UUAsheville.org). Please DO NOT format your article (i.e., no bullets, indents, etc). If you would like to promote your table for that given Sunday, email one or two sentences to [Information@UUAsheville.org](mailto:Information@UUAsheville.org). Maximum number of words for eNews-150.

**NOTE:** Information regarding the Wednesday Thing and the Sunday services now appear in a new Worship eNews that is sent on Monday.

*(We try as best we can to keep the eNews blurbs limited to UUCA-specific news and events that are happening either on our property, are directly sponsored by the congregation, or have a physical place and time that people can attend.)*

## **Order of Service (OOS) Listings (for after-service table/events):**

Aside from the service content, the order of service also includes (typically on the back cover) a visitor welcome, Sunday staff list, and flower donation. If you have a table or an event going on in Sandburg Hall and have submitted it for the eNews, it will automatically be included in the Sunday insert under "Following the Services." Articles for the insert are recaps of the Weekly eNews and will be included as space permits.

**Special Inserts:** Certain profile events of the congregation may merit a special insert in the order of service. Contact **Tish Murphy** ([information@UUAsheville.org](mailto:information@UUAsheville.org)) with your request. **Deadline for insert content is Tuesday by 4pm**. Please make sure your insert is print ready and make arrangements if it needs to be cut.

## **The Scoop:**

We have a lot of outlets for telling you what's coming up at UUCA, but sometimes events fly by so fast that we hardly get a look at them before they're gone. In an effort to provide information about what we've actually DONE, we have a website feature called "The Scoop." Once a month we post a new Scoop, reporting on one important development in the life of UUCA.

If there are subjects in our congregational life that you'd like to know a little more about, please contact **Rev. Mark Ward** ([Minister@UUAsheville.org](mailto:Minister@UUAsheville.org)) and we'll work on giving you "the scoop" on that.

## **Senior Staff & Board President Blogs:**

Columns that have traditionally appeared in the weekly newsletter will now appear as a blog on UUCA's website ([uuasheville.org](http://uuasheville.org)). Columns are written by **Rev. Mark Ward**, **Rev. Lisa Bovee-Kemper**, the **Board Members** and **Linda Topp**. A new column is written each week and will be linked through the weekly eNews. The blog can also be accessed under the "Our Congregation" tab as well as on the Home page.

## **UUCA Communique:**

This monthly publication is mailed the first of the month to folks who do not have internet or who request it. It includes columns from senior staff or the board, Community Plate recipient, Sunday services for the month, This Loving Community, and board and staff contact information. There are no submissions for this publication - information comes from previous eNews submissions.