

UU Princeton Communication Guide

Oct. 2022

Skylights, our monthly electronic and paper newsletter.

Contact Sara Oderwald.

Suggested submissions are due on the 3rd Monday of every month for the following month's edition.

Submissions should be double-checked for clarity and accuracy, and may be edited as space requires.

Pictures are welcome and will be used as space allows. Send all submissions to skylights@uuprinceton.org.

Happenings and *E-Happenings*, our weekly electronic and paper newsletter (paper version is distributed in the weekly Order of Service).

Contact Sara Oderwald.

Suggested submissions should be brief, timely, and are due on Wednesday at 12 noon every week. The e-version and paper version may not match up completely as there is more room in the e-version. Send submissions to Office@UUPrinceton.org

UUPrinceton.org (including Sign-Up Genius posts).

Contact Pauline Nijander

Email suggested submissions to Pauline@UUPrinceton.org. Please allow at least 3-5 days for updates.

Facebook

Contact Lauren Suchenski

Email suggested posts, pictures, and events to lauren.suchenski@gmail.com. Pictures, including those that celebrate recent programs/ministries/events are great.

Constant Contact, our E-blast system.

Contact Sara Oderwald

Generally used as a reminder system for timely, ministry-sponsored, all-congregational events or programs. Ask yourself, is it something for everyone, or almost most everyone? Email suggested e-blasts to Office@UUPrinceton.org.

Pulpit Announcements

Contact Bill Neely

Used as reminders for events within the next two weeks. Brevity is key. Email suggested Announcements to Bill@UUPrinceton.org by 5 p.m. Saturday evening. Having a printout for the pulpit is also helpful, particularly if there is a pulpit guest that week.

*A note about Pulpit Announcements and E-blasts: the more of these there are, the less effective they are. Worshippers tune out pretty quickly during extended announcements, and multiple emails received in a short amount of time go increasingly unread. Less is more, particularly in these areas.

Other Groups/Lists, etc.

Several groups, committees, and teams have set up formal and less formal e-lists, Facebook groups, Google groups, and other structures of communication. The church office doesn't manage these groups, but may be able to connect you with someone who knows about them, should you wish to access them. Drop Sara or Bill a line if you have questions and we'll do our best to help.