

Skylights: monthly electronic and paper newsletter

Contact: Susan Langkafel

Submissions due: **3rd Monday of every month** for the following month's edition.

Suggested 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: weekly electronic and paper newsletter

(paper version is distributed in the weekly Order of Service).

Submissions due: **Wednesday at 12 noon every very week**

Suggested submissions should be brief and timely. 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 Website (including Sign-Up Genius posts).

Contact Pauline Nijander

Please allow at least **3-5 days for updates**.

Email suggested submissions to Pauline@UUPrinceton.org

UUCP Facebook Page

Contact Kirsten Shearer or Meg Cox

Give as much advanced notice for scheduled events as possible. Pictures, including those that celebrate recent programs/ministries/events are great.

Send suggested posts, pictures, and upcoming events to Kirstenshearer6@gmail.com

Constant Contact: 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

Submissions due: **by 5 p.m. Saturday evening**

Used as reminders for events within the next two weeks. Brevity is key. Having a printout for the pulpit is also helpful, particularly if there is a pulpit guest that week.

Email suggested announcements to Bill@UUPrinceton.org

*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.

Room Reservations / Public Web Calendar

Contact: Susan Langkafel

Submissions for room reservations are published onto the church calendar, which are fully visible to the public. Please submit room reservation requests keeping in mind that your email will be posted directly into the calendar without editing. For this reason please formulate your email to be suitable for public viewing and provide any information on the event that is useful for the public.

