

1. The Prologue

The Prologue newsletter is published on the first and third Tuesdays of each month.

Articles about social justice task force events and activities may be submitted to admin@uubloomington.org by 10 a.m. on the date of publication or earlier. Articles should be 75-100 words long. Longer articles may be edited by the staff for length. We can easily link to websites and other locations or resources to give the reader more details.

2. The Friday UU Update

The Friday Update is published every Friday, and it will contain articles and updates on events and activities that are taking place within the next 10 days.

Articles 50-75 words long may be submitted to admin@uubloomington.org by 9 a.m. on the Thursday before the Friday of publication. Longer articles may be edited by the staff for length. We can easily link to websites and other locations to give the reader more details.

3. The Order of Service

Events that are happening soon can be included in print in the Sunday order of service. We no longer have read-aloud special announcements during the Sunday services. Deadline for information to be included in the order of service is 9 a.m. on the Thursday before the Sunday in question.

4. Other places to publicize events

WFHB, wfhb.org

WFIU, <http://indianapublicmedia.org/radio/>

Herald-Times Religion page, Send articles or announcements to religion@heraldt.com

Deadline for upcoming Saturday is noon Wednesday. Fine to send things early and mention a requested Saturday for publication.

- Religion letters (limit 200 words)
- Briefs about upcoming events (limit 75 words)
- Stories about interfaith events or events involving a well-known speaker (limit 400 words)
- Clergy-submitted guest columns (limit 600 words)
- Photos and captions about past events (photo should be a jpg of at least 1 MB)

View their webpages for more information on how to submit announcements or articles.

Announcements of events intending to be sent to these outlets should be sent to admin@uubloomington.org for proofreading before you submit them.

5. Posters

We have poster holders throughout the building where posters about upcoming church-related events can be placed. Please send the posters electronically to admin@uubloomington.org and we will print and post them for you. You may also bring pre-printed posters in for us to post. 10 is usually a good amount. We do not tape posters to the walls of the building or on the entry doors or entry glass.