

Announcement Guidelines Fall 2024

Thanks for your help and patience as we work through a new system for announcements this year. There are two places for sharing your announcement, the weekly Friday email and the Sunday bulletin, please be clear which one(s) you would like.

The Friday Email

- Announcements need to be related to FPB and from a FPB Committee or Group.
- Announcement submissions are due by noon on Wednesday.
- Submissions can be posted up to three times before the event.
- A request to post will be required each week of desired posting (a simple please repost email is sufficient).
- Word count should be **under 60 words**.

The Sunday Bulletin

Sunday morning announcements will be considered with the same guidelines as above but must be **under 30 words**.

Submitting

Please use this format when emailing your announcement. Feel free to copy this right into your email. Send email to skatz@uubedford.org

Subject:

Date/Time/Location of event:

Friday email (60 words or less):

Sunday bulletin (30 words or less):

Contact:

Graphics/Flyers

Graphics - Send as a JPEG

Flyers- Send as a PDF

Please let me know if you have any questions.

Thank you,

Stacey Katz
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