

UU Church of Manchester
669 Union St. Manchester 03104

Would you like to contribute something to the WEEKLY E-newsletter for church? Here are some basic things to remember.

1. Include all the information about your event such as location, time and date. Don't forget to include your contact information, your phone number, and email address. If you are not comfortable with personal information being on the internet then please find someone who is working with you who is comfortable with that part of using the newsletter. I don't have time to field calls and answer the questions about your event: this responsibility falls to whoever is announcing it. I also don't proofread your content so please let someone else read your request before you send it to me.

2. PLEASE, PLEASE, PLEASE have your request to me by 8am on Tuesday morning, and it will be sent out on Wednesday. The newsletter is for anything happening at church, or UU related information that might interest those who attend our church. The current portion of the newsletter is from Thursday to Wednesday of the following week. If your event falls beyond that, I will put it in the "Next Week and Beyond" section. It will remain there until it is current – i.e., happening in the upcoming week. But please keep in mind that anything that is in the newsletter for more than a few weeks gets stale and human nature is such that many will overlook things that look familiar.

3. MAKE SURE you have "UUCM Events" someplace in the subject line or your email could be missed.

4. Email your request to uucm@uumanchester.org