

<b>HOW TO SCHEDULE &amp; PUBLICIZE AN EVENT</b>	<b>RESPONSIBLE PARTY &amp; ACTION(S) TAKEN</b>
<p><b>All events at the Fellowship:</b> To ensure clarity and efficient sharing of our resources take these two steps for ALL events occurring at the Fellowship:</p> <ol style="list-style-type: none"> <li><b>1. Schedule event at Fellowship.</b></li> <li><b>2. Add to UUWaco.org calendar.</b></li> </ol>	<ol style="list-style-type: none"> <li><b>1. Event Coordinator (“Coordinator”) contacts a Team leader or designee (“Sponsor”). Sponsor checks online <a href="#">calendar</a> for facility availability, emails Building Use Coordinator (<a href="mailto:handg@uuwaco.org">handg@uuwaco.org</a>) to reserve time &amp; space for event(s).</b></li> <li><b>2. Sponsor adds event to <a href="#">UUWaco.org</a> calendar.</b></li> </ol>
Announcement during service	Coordinator submits Sponsored event in writing at least 5 minutes before warning bell, using notecards provided in the front row of pews in the Sanctuary.
Announcement in the Sunday bulletin	Coordinator submits Sponsored event to <a href="mailto:worship@uuwaco.org">worship@uuwaco.org</a> . Bulletin announcements may only be used for special, one-of-a-kind events.
Article in the newsletter (“Phrog”)	Coordinator creates article & forwards to Sponsor, who submits to <a href="mailto:phrog@uuwaco.org">phrog@uuwaco.org</a> . Please read the Newsletter submission guidelines (online Policies & Procedures manual) before submitting an article to the editor.
City of Waco Community Events Calendar	Sponsor forwards info to <a href="mailto:pr@uuwaco.org">pr@uuwaco.org</a> .
Craigslist	Sponsor forwards info to <a href="mailto:pr@uuwaco.org">pr@uuwaco.org</a> .
Inserts in Sunday Bulletin	Coordinator creates a half-page (4.25"x5.5") ad & forwards to Sponsor, who submits in electronic format to <a href="mailto:worship@uuwaco.org">worship@uuwaco.org</a> at by the Wednesday before the service.
Notification of other community orgs	Coordinator forwards info from Phrog, website.
Website banner	Coordinator may create or may ask for assistance from PR team ( <a href="mailto:pr@uuwaco.org">pr@uuwaco.org</a> ).
Website story	See instructions for submitting an article to the Phrog; Sponsor forwards to <a href="mailto:webcontent@uuwaco.org">webcontent@uuwaco.org</a> and <a href="mailto:pr@uuwaco.org">pr@uuwaco.org</a> .
Weekly news digest	Events on the UUWaco.org calendar will automatically be added to the weekly digest; Sponsor may also forward info directly to <a href="mailto:list@uuwaco.org">list@uuwaco.org</a> .

**CHECKLIST NOTES:**

1. When creating your initial event, please make sure to include the following information in all communications:
  - o Name of event or activity.
  - o When & where the event/activity will take place.
  - o Point of contact name & contact information (UUWaco.org email address is preferred).
  - o Brief description of the event/activity – 200 words or less.
2. For a list of teams, team leaders and events which might be sponsored by each team, please check online or email [membership@uuwaco.org](mailto:membership@uuwaco.org).
3. The House & Grounds Team has created an excellent Facility Use guide within UUFW's Policies & Procedures manual to assist those utilizing our building and grounds in understanding their responsibilities regarding set-up and clean-up.
4. Questions about the above-outlined Communication Guidelines may be addressed to [pr@uuwaco.org](mailto:pr@uuwaco.org).