

Guidelines for Submissions to *The Beat!*

UUCSH Communications Committee

May 4, 2010

Please adhere to these guidelines when submitting content to our weekly update bulletin, ***The Beat!***

- ***The Beat!*** is for UUCSH or UUA sponsored activities only
- Submissions accepted only from UUCSH members and friends
- Deadline for submissions is Wednesday 9am for publication that same week
- Items will run only one time in ***The Beat!***
- If the item is announcing an event, and a date is not specified, the item will run the week before the event.
- ***The Beat!*** is for time-sensitive events only – usually limited to events taking place within the next week.
- Keep it short and to a reasonable length of text - links are encouraged.
- ***The Beat!*** is normally sent out once a week - Board members and Staff may request a supplemental issue in special circumstances.