

## UUMH Communications Committee: E-blast guidelines

**Purpose:** The weekly UUMH electronic newsletter ("e-blast") is published on Monday and communicates information about upcoming events and activities at UUMH to and for members and friends.

**Guidelines:**

- Submissions are due no later than Saturday each week
- Items are brief and timely
- No political items
- Submissions should include a point of contact for additional information
- Photos are welcome
- If space is available, information about events and activities outside of UUMH may be included after the UUMH entries. Recognizing space constraints, these will generally be limited to a sentence of description and a link to more information.