

## **FUUSA Publication Deadlines**

### **Preview email: 9:00 a.m. Wednesdays**

Sent on Thursday afternoon

### **Order of Service: 9:00 a.m. Thursdays**

Printed on Friday at noon

### **Windows: 9:00 a.m. 3rd Friday of the month**

Distributed as a link to a pdf in the Preview email on the 4th Thursday

Distributed on paper in the lobby after the service on the 4th Sunday. Sent on following Monday by first class US Mail to those who request

**Whole page flyers** are good for use on the bulletin board and website, and in the FUUSA Preview email.

**For the printed newsletter, whole page flyers** are necessary for some events with a lot of information to get across. If your material will just as easily go into a box—like an ad—just send it as text and ask for it to be in a box. The less flyers we print, the less paper we use!

**FUUSA calendar** If you make a room reservation, your event will be listed in the FUUSA calendar. Actual writing of publicity is your responsibility. Even events which do not use a room at FUUSA should make a room reservation for "off-site", so that your event will appear in the calendar.

### **Two ways to submit items for publication:**

#### **--Send submissions by email for all three**

**publications to [windows\(@albanyuu.org\)](mailto:windows@albanyuu.org)** Please put in subject line which publication(s) and date(s) you want.

#### **--Use the online form "Request Publicity for**

**FUUSA-sponsored Event"** and submit it electronically.

Questions about internal FUUSA publicity: Amy Lent (463-7135 or [alent@albanyuu.org](mailto:alent@albanyuu.org))

### **2014-15 Windows Deadlines**

<b><i>Issue</i></b>	<b><i>Deadline</i></b>
September	Aug. 15
October	Sept. 19
November	Oct. 17
December	Nov. 21
January	Dec. 26 (4th Fri.)
February	Jan. 16
March	Feb. 20
April	Mar. 20
May	Apr. 17
June	May 15

### **External Publicity**

If you are planning an event that is open to the general public, we can help you get the word out. Use the **Request Publicity form** and submit it by email to [pr@albanyuu.org](mailto:pr@albanyuu.org) and [windows@albanyuu.org](mailto:windows@albanyuu.org).

**Event listings in newspaper calendars:** Send in form 6-8 weeks before your event (some media have very long lead times). Questions: Paula Moskowitz (439-6347 or [pr@albanyuu.org](mailto:pr@albanyuu.org))

**Press releases for events likely to attract media interest:** Send in form 6-8 weeks before your event. Questions: Amy Lent (463-7135 or [alent@albanyuu.org](mailto:alent@albanyuu.org))

### **FUUSA website**

Send short event notices or event flyers as well as updates to your committee's page in the Programs and Committees section to Amy Lent at [alent@albanyuu.org](mailto:alent@albanyuu.org).

**"Request Publicity for FUUSA-sponsored Event" form can be found at [www.albanyuu.org](http://www.albanyuu.org) in the Church Office/File Cabinet.**