

TRUSTEE ANNOUNCEMENTS

The General Parameters for the Trustee Announcements are:

- Requests for Announcements are sent to the Administrative Director.
- Admin Director creates a draft of the Trustee Announcements and emails it to the Trustee on Friday.
- Friday at noon is the deadline for requests to be in the office for Trustee Announcements. Requests to be sent to admin@unitarianlincoln.org
- Admin Director prints out a copy on Sunday morning if needed.
- Trustee checks in with the Admin Director on Sunday morning to see if there have been any additions.
- Last minute submissions are strongly discouraged but may be accepted in rare cases.
- The Trustees will be informed that last minute submissions need office approval.
- Items are listed in order by date so that the soonest event is listed first OR in order by priority first.
- An item is generally only included once (twice if high priority such as pledge drive.)
- The goal is to have no more than three announcements to be read by the Trustee.
- Special LIVE Announcements by persons other than trustees are very rare and must be approved by the Minister by Friday at noon. In the Ministers absence, the announcement must be approved by the Sunday Trustee in consultation with the Sunday Worship Associate.
- The Admin Director will follow these guidelines for Trustee Announcements as approved by the Minister and the Board of Trustees.

Preference will be given to first use requests and priority will be given in this order:

- Congregational Meetings (e.g. Town Hall)
- Special services (e.g. Xmas Eve and Solstice)
- Church events related to Pledge Drive
- RGL sponsored events/Activities (e.g. Secret Friends)
- Educational Church events sponsored by the Unitarian Church (e.g. WLS, UU History)
- Committee Requests and Announcements (e.g. Worship Associates call for readings)
- Church-sponsored Social Justice Activities (e.g. Standing on the Side of Love, IHC)
- Social Church events sponsored by the Unitarian Church (e.g. Coffeehouse, Souper Supper)

USE OF GALLERY SPACE (TABLE ALLOCATION)

The General Parameters for Table Allocation are:

- The goal is to have no more than three tables (other than the newcomer and RGL table.)
- Card tables are encouraged due to limited space; or sharing of a six-foot table by two groups.
- Friday at noon is the deadline for requests to host a table in the Gallery for any purpose. Requests to be sent to admin@unitarianlincoln.org
- Making a request in advance is appreciated, but determination is not made until after noon on Friday.
- The response to your request will come in the form of an email unless otherwise requested.
- Generally groups are limited to displays that remain up for one week.
- Long-term usage of tables in the Gallery for fundraising must be approved by the Management Team.
- The Admin Director will follow these guidelines for Use of Gallery Space as approved by the Minister.

Preference will be given to first use requests and priority will be given in this order:

- Congregational Meetings/Mailings (e.g. Contribution statements, Town Hall sign in)
- Congregational Celebrations (e.g. Cake served for 50th Anniversary)
- RGL sponsored events/Activities (e.g. UNICEF pumpkins, Secret Friends)
- Educational events sponsored or supported by the Unitarian Church (e.g. Wonderful Wednesdays)
- Church-sponsored Social Justice Activities (e.g. Standing on the Side of Love, IHC)
- Fundraising or information related to Share the Plate recipients (e.g. Voices of Hope, Fresh Start)
- Social Church events sponsored by the Unitarian Church (e.g. Chilanthropy; Souper Supper)
- Major Events not sponsored by the Unitarian Church (e.g. River City Music Choir)

WEEKLY ALL-CHURCH EMAIL BLASTS (EBLASTS)

The General Parameters for the Eblasts are:

- Admin Director creates a draft Tuesday, sends test email to self and lay-person to proof.
- Emailed on Wednesday or Thursday each non-newsletter week.
- Tuesday at noon is the deadline for requests to be in the office for Email blasts. Requests to be sent to admin@unitarianlincoln.org
- Contains no more than five separate items/events that will occur in the subsequent two weeks.
- An item is only included once (unless it relates to the pledge drive.) Items are listed in order by date so that the soonest event is listed first OR in order by priority first.
- Items should be linked to the website as often as possible to reduce the text in the email.
- The goal is to have the email be one page when opened on a computer (i.e. no scrolling required.)
- The Admin Director will follow the guidelines for Eblasts as approved by the Minister.

Priority will be given in this order:

- Congregational Meetings (e.g. Town Hall)
- Special services (e.g. Xmas Eve and Solstice)
- Church events related to Pledge Drive
- Memorials for Members or Pledge Friends
- Educational Church events sponsored by the Unitarian Church (e.g. Winter Lecture Series)
- Church-sponsored Social Justice Activities (e.g. Standing on the Side of Love, IHC)
- Social Church events sponsored by the Unitarian Church (e.g. UU Movie Night)
- Major Educational Events not sponsored by the Unitarian Church but held here (rare)
- Major Social Events not sponsored by the Unitarian Church but held here (these are very rare)

POSTED NOTICES

Overall goals: 1) To encourage our members and friends to seek out information within the building on the bulletin spaces which we have provided, 2) to reduce the look and feel of clutter within the building, and 3) to change the overall aesthetic in the Gallery to create a greater focus on the artwork.

The General Parameters for Posted Notices are:

- A "Notice" is a general term used to cover any printed materials (flyers, business cards, advertisements, posters, announcements, etc.)
- Notices must be given to the Church Office to be dated and initialed before posting
- Notices shall remain posted until the date of the event has passed or for a minimum of two weeks
- Notices shall be posted in the designated spaces (on the bulletin kiosk on the North side of the Gallery)
- Notices shall NOT be posted on the fireplace, on the steel support beams in the Gallery, on the windows or the doors, on the bathroom stalls, on the bathroom walls, on the bathroom mirrors, on the bathroom doors, or in the kitchen.
- The upkeep of the bulletin boards shall be the responsibility of Office Posse Volunteers.

If Church Event space is at a premium, priority will be given in this order:

- Congregational Meetings (e.g. Town Hall)
- Church events related to Pledge Drive
- Educational Church events sponsored by the Unitarian Church (e.g. Winter Lecture Series)
- Church-sponsored Social Justice Activities (e.g. Standing on the Side of Love)
- Social Church events sponsored by the Unitarian Church (e.g. Way Station Concerts)

If Local Community Events space is at a premium, priority will be given in this order:

- Major Educational Events not sponsored by the Unitarian Church but held here
- Major Social Events not sponsored by the Unitarian Church but held here
- Major Educational Events in the community at large
- Major Social Events in the community at large

Designated Spaces:

The Bulletin Kiosk on the South side of the Gallery has designated spaces for UU NEWS, Lincoln Resources and Announcements.

Other Publicity Options:

In addition to posted notices, we offer many avenues for informing our members and friends of events including: trustee announcements, hosting a table in the gallery, weekly all-church emails (“eblasts”), ad space in the order of service, a facebook page, and newsletter articles. At any time, you may also fill out a Publicity Request Form for the Public Relations Committee and they will do their best to get the event outside publicity. Publicity Request Forms can be found on the website ABOUT>OUR LEADERS – look for the blue button at the top of the page “Church Governance, Policies and Procedures.”