

- **The information for the Digest needs to be related to the church, a church activity or something that the church has expressly declared support for.** Examples: Information about the Household Recycling Event may be included if there is space; information about an item that is for sale is not appropriate and will not be included nor will information about non-church related events or groups. The corkboards beside Fellowship Hall serve as an outlet for items for sale, etc.
- **Please submit material @ 100 words or less.** Below is a sample length to reference. (If you use WORD to type up your blurb, there is a feature that will provide the word count. Highlight your blurb. In the toolbar, go in the Tools section; view the pull down list for the option titled 'Word Count.' Click on this option. Taa Dah! ☺)

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- **Please submit content in a format ready to be used in the Digest.** This means full sentences that concisely communicate your announcement. Also indicate the title or header. For example: Photo Directory Sign Up This Sunday. *The Digest publisher is not responsible for editing content or format.*
- **If applicable, please provide the location within the church where the event will take place.** In the lobby area, in Fellowship Hall, etc. If there is additional information at the UUCDC website or another website, feel free to provide the url or link.
- **Please submit content within 2 weeks of the events.** If the event, activity, class is over two weeks away, please provide a short SAVE THE DATE message. *Unless your event is a major all-church activity, this will be run no more than 2 times.*
- **We are striving to provide only current, time-sensitive material through the Digest.** It will not send out the same message week after week. Except in rare cases, no message will be repeated more than two consecutive times. You can periodically resubmit if it is an ongoing event.
- **Please remember that not everyone in the UUCDC community has email, and not everyone who has it reads the Digest.** Remember to use other methods of communication: submissions for the order of service (deadline: Thursday by 9am) should be sent to [churchoffice@uucdc.org](mailto:churchoffice@uucdc.org) and submissions for the Focus go to [focus@uucdc.org](mailto:focus@uucdc.org).