ERUUF Events

Best Practices for Communicating Your Group Event
Step One: Reserve Your Room

- Reserve your event space through the online calendar reservation system at: www.rooms.eruuf.org

- You will receive an email confirmation once your room/event has been booked
Step Two: Submit Your Event Announcement

* Email Jenny at bulletin@eruuf.org to request placement in E-News and/or Sunday Bulletin

*Deadline for announcements is Wednesday at noon.

Calling All Leaders!

Fundamentals of Program Planning
Wednesday, April 17, 6:30 - 8:30 pm, Fellowship Hall

All you need to know to plan your ERUUF programs for 2019-2020!

Fundamentals of Program Planning is a workshop for ERUUF leaders designed to support your group in getting its programs for 2019-20 off to a great start.

Learn more here.


Register
4 Details to Include In Your Submission:

1. Event Description & Contact Information
2. Communication Channel + When to publish
3. Photo or image request
4. Registration form link or request
ERUUF Communication Channels

Communication channels at ERUUF might include:

* ERUUF Web Calendar

* ERUUF news page

* Sunday Bulletin

* Handouts, brochures, coffee hour tabling materials, bulletin boards

* Social Media
  * Facebook page (@ERUUF)
  * Private Facebook group
  * Twitter Page (@EnoRiverUU)
Highlighted Events

Inquirers Retreat Day (Sat, Apr 6 9:00 am)
All 8 Inquirers classes offered on one day.

ERUUF Gardening Day (Sat, Apr 6 9:00 am)
Work in your own adopted garden or join our fun team of gardeners.

Earth & Climate Justice Month: Awakening the Dreamer, Changing the Dream (Sat, Apr 6 1:00 pm)
Awakening the Dreamer, Changing the Dream Symposium provides an experience that inspires participants to stand for an entire new possibility for the future.

Gala (Sat, Apr 6 7:30 pm)
ERUUF’s Music Gala Returns April 6! The Gala will be a fabulous evening of musical performances in the Sanctuary followed by an elegant dessert reception in the Fellowship Hall.

Inquirers class (Sun, Apr 7 10:05 am)
Basics about the values, culture and ministries of the Fellowship.

News Items

Help Furnish Apartments for Refugees
Category: News Published: Mar 31 2019
The Refugee Action Group is collaborating with local partners to furnish and set up apartments for new refugees.

Next Service
Sunday, April 7, 2019: 9:00 & 11:15 am
The Wisdom of Dreams
Rev. Deborah Cayer, Virginia Williams (Worship Associate)
What if a package was delivered to you every night? What if each one was something that only you could open, after some pondering and the use of a few tools? What if whatever arrived, no matter how seemingly bizarre, was intended to help you become whole and healthy? This morning we consider dreams, the royal road to wisdom.

Board Listening Sessions
Category: Board News Published: Mar 30 2019
All members are encouraged to attend one of the upcoming listening sessions (April 7 and April 14 after each service in the Sanctuary) to offer input into potential
* Manage event attendance
* Keep a record of event attendees
* Send direct event invites and reminders
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<td>sjrove@ форум.org</td>
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Timing Your Announcement

* For standard e-news and bulletin announcements, submit your request by noon on Wednesday.

* For events needing a registration form, submit request at least one week prior to publication date.

* For large events needing flyers, tabling and other communication materials, submit request at least two weeks prior to publication date.
Writing Tips

- Use clear and concise language
- Keep to the main objective (grabbing reader’s attention and communicating the basics about your event)
- Use Interesting headlines
- Keep word count to around 45 words for e-news submissions, fewer for bulletin submissions
Questions?

Contact Me!
jjolly@eruuf.org