

Publicity for Meetings and Events*

Internal and Public Events	Email Address/Instructions
First Step	If you need to use UUCC site space for your event or meeting you must reserve with the office admin prior to announcement. Sundays are reserved for UUCC events.
Sunday Morning Announcements	UUCCoffice@gmail.com Submit by Thursday at 4 PM to be printed in the Order of Service. Some will be announced at the beginning of the service.
Newsletter	UUCCoffice@gmail.com Try to submit by the 20 th of the month to guarantee space in the newsletter. Sent out by the 1 st day of the next month.
Weekly Update	UUCCoffice@gmail.com Submit by Tuesday at noon. Sent out Tuesday afternoons.
Flyers	Can be posted on bulletin board in the hallway or handed out on Sunday
External (Public Events)	Link or Email Address/Instructions
Website Events Page	UUCCoffice@gmail.com or Carma Haas
Facebook	UUCCoffice@gmail.com or Mary Stevens
Instagram	UUCCoffice@gmail.com or Carma Haas
Our Road Sign	Catherine Cattabiani usually updates the sign on Sunday after the service
Non-UUCC Outlets	
Kingston Happenings	http://kingstonhappenings.org/enter-kingston-happenings-events/
Kids Out and About	https://hudsonvalley.kidsoutandabout.com/
Kingston Freeman Online Events Calendars	life@freemanonline.com people@freemanonline.com Submit via email. Requires point person and phone
Kingston Freeman and Ulster Publishing Print Editions - Events/What's Happening Columns	Send info to Diane Pineiro-Zucker. She will create a press release for you if she thinks it is something the they will print.

*** Be sure to ask people where they found out about your event so that we can improve our outreach efforts!**

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<p>Ulster Publishing Online – Kingston, Woodstock, New Paltz Times, etc.</p>	<p>https://calendar.hudsonvalleyone.com/submit-an-event/ You must create a login to add an event</p>
<p>Chronogram</p>	<p>https://posting.chronogram.com/hudsonvalley/Events/AddEvent You must create a login to add an event</p>
<p>Bluestone Press</p>	<p>http://ulstercountypress.com/login.html?referer=%2Ftype%2Fevents%2Fpost.html You must create a login to add an event</p>
<p>Best Version Media -</p>	<p>https://www.bestversionmedia.com/submit-content - Submit by 25th of month prior to event</p>
<p>WKZE</p>	<p>https://981kze.com/contact-us/</p>
<p>WKNY</p>	<p>https://radiokingston.org/en/feedback/event</p>
<p>WDST</p>	<p>http://www.radiowoodstock.com/submit-your-event/</p>
<p>WAMC</p>	<p>https://www.wamc.org/community-calendar/events/create</p>
<p>Flyers</p>	<p>There are community bulletin boards at libraries (Town of Ulster, Hurley, Rosendale, etc.), Uptown Kingston (LGBTQ center, Outdated Café, Bop to Tot'm – ask first), Mother Earth's, Stewarts, Panera Bread, etc. Look for them at community centers in your area.</p>
<p>Yard Signs</p>	<p>We have many that can be reused, or you can order them online. Be sure to collect them after the event is over.</p>

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