

MMUUS Communication Guidelines

External Communication

To request publication of information about an event to the public, fill out the media request form completely (form found at <http://mmuus.org/news/publicity>) and submit it to pr@mmuus.org at least three weeks before your event.

Internal Communication

- To Reserve a Room for a Meeting:
 - Check the newsletter or the calendar on the website for potential conflicts.
 - Email Brian Betz (MMUUS Office Manager) at office@mmuus.org with the date, time, and room requested.
 - Be prepared to adjust by changing the room requested or the time you are meeting if a conflict arises.
- To Announce an Event:
 - **MMUUSletter** (Monthly Newsletter) – Email Brian Betz at newsletter@mmuus.org by the 15th of each month to submit an article for the next monthly newsletter.
 - **Announcement from the Pulpit** (with Permission of Minister) – Email Pastor Sunshine at swolfe@uuma.org by Tuesday to request that your announcement be read aloud Sunday morning.
 - **Weekly Email and Sunday Announcements** – Email Brian Betz at newsletter@mmuus.org by Tuesday to add an item for the next Thursday email and/or the next Sunday morning Order of Service insert
 - **Facebook** – Email the PR Committee at pr@mmuus.org with the text and image you want posted on the MMUUS Facebook Page (official public face) and/or Facebook Group (functions as a message board for members and friends).
 - **MMUUS.org Homepage** – Email the PR Committee at pr@mmuus.org with the text or text and image you want posted on the homepage.
 - **MMUUS Website Committee Page** – Use your committee’s login information to update your committee’s page. Email pr@mmuus.org if you need training or login information.
- To Contact a Committee or Group: Use the attached list.

Committee / Position	Contact Email
Art Gallery	gallery@mmuus.org
Arts on Genesee	artsongenesee@mmuus.org
Board	board@mmuus.org
Board President	president@mmuus.org
Board Secretary	boardsecretary@mmuus.org
Board Treasurer	treasurer@mmuus.org
Board VP	vp@mmuus.org
Building and Grounds	buildingandgrounds@mmuus.org
Care Ring	carering@mmuus.org
Community Enrichment	adulthoodeducation@mmuus.org
Denominational Affairs	denomaffairs@mmuus.org
Green and Social Justice	green@mmuus.org
Finance	finance@mmuus.org
Fundraising	fundraising@mmuus.org
History	history@mmuus.org

Committee / Position	Contact Email
Hospitality	hospitality@mmuus.org
Membership	membership@mmuus.org
Memorial Garden	memorialgarden@mmuus.org
Men’s Fellowship	mensfellowship@mmuus.org
Ministry	ministry@mmuus.org
Music and Arts	music@mmuus.org
Nominating	nominating@mmuus.org
Personnel	personnel@mmuus.org
PR / Communications	pr@mmuus.org
Program Council	programcouncil@mmuus.org
Religious Education	re@mmuus.org
Spiritual Enrichment Groups	seg@mmuus.org
Stewardship	stewardship@mmuus.org
Transition	transition@mmuus.org
Worship	worship@mmuus.org