Submissions Guidelines for Announcements, Bulletin, and Calendar

Announcement:

Submit your announcement in final form, as you would to the Miscellany. There is no length requirement. Links are welcome (We can embed them).

- Short title, including date and time (of an event):
- Body of the announcement:
- "Submitted by**" (**Committee or Individual Friend)
- When should the post be taken down?

Friday Bulletin:

Send a brief (40 words max) version for the Friday Bulletin. Include the most relevant information and links. You can refer readers to the Announcements page.

Calendar:

Meeting events belong on the Calendar. Include date, time (including end time), Zoom/in-person/hybrid, Zoom link if different from regular BFM link, and description.

How to Submit:

Send your information to communications@boulderfriendsmeeting.org.

What Not to Send:

Please do not include communications team members in committee email strings. We count on you to finalize your wording.

Gratefully,
Communications Team