

UUC Announcement Submission

Name of event/project: _____

Description: (should include all of the information listed below)

Information to include in your announcement:

- Date of event (and time)
- Place (include address if not at UUC)
- Cost per person, max./family
- For further information (name, #, email)
- Group or Committee that is sponsoring the event
- Proceeds will benefit whom?
- Is RSVP needed? by when? to whom? or is there a sign up sheet?
- Any deadlines? (RSVP, child care request, last day to bring items...)

If are interested in a Live Announcement slot during a service, contact the office for slot availability.

Name of person submitting form

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