**BFM Announcements, Bulletin and Calendar**:

 **How to Submit Events and Information**

**Announcements:**

* Please include the following information:
* Short title, including date and time (of an event)
* Body of the announcement (Can be short or lengthy)
* Links are welcome (I can embed them)
* Photos, if essential (Difficult to post, but possible)
* Short “save-the-date” statements okay if full announcement not ready
* Add: “Submitted by**” (**Committee or Individual Friend)
* Submit announcements in final form if possible

**Bulletin:**

Send a brief (1 – 2 sentence) version for the Friday Bulletin. Include links if available.

**Calendar:**

Meeting events will be added to the Calendar.

**How to Submit**:

Send all postings to announcements@boulderfriendsmeeting.org.

**What Not to Send:**

Please do not include me in committee email strings. I count on you to finalize your wording.

Gratefully,

Margaret Wallace for Web Committee