**BFM Announcements, Bulletin and Calendar**:

 **Template to Submit Events and Information**

Most announcement get posted on the website Announcements page and also in the Bulletin. Boulder Friends Meeting events, as well as Regional and IMYM events, also get posted on our calendar.

**Announcement:**

Submit your announcement in final form, as you would to the Miscellany. There is no length requirement. Links are welcome (I 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 word 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, description:

**How to Submit**:

Copy this form and add your information to all relevant sections. Send it to communications@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, Communications Manager