

ECC BULLETIN ANNOUNCEMENT TEMPLATE

Bulletin announcement requests can be sent to bulletin@ecchk.org no later 2:00pm on the Wednesday before desired publishing date. Text is recommended to be kept at no more than 50 to 60 words. Bulletin announcements shall follow the format provided below. It is recommended that only email address of the activity leader/primary contact be given unless necessary to include phone numbers. ECC reserves the right to edit the text as necessary to fit with other announcements' content or language alignment.

Sample Announcement

Activity or Announcement Title

Every Wednesday, March 5, 12, 19 & 26, 10:30am – 12:30pm, Room 3, TST MC

Contact: *Jane Doe / janedoe@email.com*

It is recommended that the announcement content be able to answer key questions of who, what, when where and why, if applicable. Indication should also be given whether or not prior sign up at Welcome Table or online is required, with sign up deadline. It is recommended that text be as concise as possible.