

Communications Notebook

All Souls Unitarian Universalist Church

Kansas City, MO

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Communications Inventory and Summary

As of October 9, 2003

What	Initial Contact	Deadline
• Paper		
<i>Flame</i> articles	Chloe Mason Seagrove, office@allsoulskc.org or 816-531-2131 x100, preferred as an email	9:00 a.m., third Tuesday of the month preceding publication.
Sunday Order of Service written announcements	Terry Wiggins, terry@allsoulskc.org or 816-531-2131 x 102, and Chloe Mason Seagrove, office@allsoulskc.org or 816-531-2131 x 100	By noon Thursday for the following Sunday
Annual reports	Terry Wiggins, terry@allsoulskc.org or 816-531-2131 x 102	Two weeks before annual meeting
Minutes from committee meetings	Chloe Mason Seagrove, office@allsoulskc.org or 816-531-2131 x 100	Within one month after meeting
<i>Connections</i>	Lifespan Religious Education staff, religioused@allsoulskc.org or 8186-531-2131 x106	Quarterly
Brochures	Chloe Mason Seagrove or Communications Committee, sharonblevins@pobox.com or 816-363-7984	N/A
• Electronic		
Electronic version of <i>Flame</i>	Chloe Mason Seagrove, office@allsoulskc.org or 816-531-2131 x 100	9:00 a.m., third Tuesday of the month preceding publication
Web site	Bob Miller, rmiller1@kc.rr.com or 816-561-4615	Flexible
Email	Chloe Mason Seagrove, office@allsoulskc.org or 816-531-2131 x 100	Usually sent within one working day
• Spoken		
Verbal announcements during Sunday service	Forms are in notebook on counter between mailboxes. Place in marked folder on bulletin board for moderator to pick up.	Fifteen minutes before start of 8:45 service.
Church Chats	Members of Communications Committee, Board of Trustees or Committee on Ministry	First Wednesdays, lead time on topics will vary
• Vertical		
Easel by Bragg doors for Sunday announcements	None	Place items on board before Sunday services.
Bulletin boards	Chloe Mason Seagrove, office@allsoulskc.org or 816-531-2131 x 100	Flexible. Bulletin boards are updated once a week.
Posters and fliers	Chloe Mason Seagrove, office@allsoulskc.org or 816-531-2131 x 100	Varies
• Other/Combo		
External publicity, news releases, interviews	Coordination by Communications Committee, sharonblevins@pobox.com or 816-363-7984 or Chloe Mason Seagrove, office@allsoulskc.org	Flexible
Requests for board action	Board liaison or Karen Medhi, Board President, karentm@swbell.net or 913-341-0462. Forms are on web site or in grey notebook on counter	Nine days before board meetings, which are scheduled on third Wednesday
Calendar items and	Terry Wiggins, terry@allsoulskc.org ,	Flexible. Forms are on

reservations for building use	816-531-2131 x 102	website or in grey notebook on communications counter
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ALL SOULS UNITARIAN UNIVERSALIST CHURCH
4501 Walnut, Kansas City, Missouri 64111

BOARD OF TRUSTEES POLICY/PROCEDURES

Date: Fall 2003 – Review and approval pending

Title: **Communications Policy of the Board of Trustees**

- I. PURPOSE:** To encourage communications that reflect our values and covenant, and to ensure effective systems that can:
- Provide timely information about All Souls and Unitarian Universalist activities, events and programs within the church and in the larger community;
 - Welcome members, friends, visitors and the public to participate in All Souls activities;
 - Allow coordination of activities and external publicity;
 - Encourage open, respectful communication among individuals in the church;
 - Provide information about events and activities that fit with UU values.
- I. DEFINITIONS:**
- A. Communications** are defined as any means of conveying information among people and groups in the congregation or about the church to the larger community..
- 1) Internal communications** have a primary audience of members, friends, visitors and potential members. They shall be defined to include: the newsletter; web site; email communication to All Souls list; bulletin boards; posters and other communications within the church.
 - 2) External communications** are targeted to the larger community and shall be defined as: news releases; interviews with news media on behalf of the church; advertising; written communication on All Souls letterhead; banners, posters or displays using All Souls' name; and other communication publicly representing All Souls.
 - 3) Internal/external communications.** The All Souls web site and some other communications may be defined as both internal and external.
- A. Content.** All communications should reflect Unitarian Universalist values; provide information about All Souls' ministry, business and activities; and/or encourage action in keeping with our covenant, mission and UU principles.
- B. Nonpartisan communication.** Church communication media may not be used for partisan political messages unless approved by the Board of Trustees or adopted by a vote of the congregation.
- C. Spokespersons.** External communication shall be only by authorized spokespersons. Authorized persons are the Minister, the President of the Board of Trustees, and other persons designated by the Board of Trustees for a one-year period of time. Those persons may include the chair or designated representative of the Forum Committee, Lifespan Religious Education and the Social Responsibility Board.

III. RESPONSIBILITIES:

- A. Editor and Web Administrator.** The Flame editor is responsible for editing content of the Flame and preparing it for distribution. The web site administrator is responsible for editing and updating All Souls web site content. One or more

additional persons are appointed by the Board of Trustees to fill these positions for renewable three-year terms.

- B. **Communications Committee.** The Communications Committee shall oversee development and maintenance of systems to support effective communications, unless responsibility is delegated to another group, as with Religious Services Committee's responsibility for communications related to church services. Specific responsibilities shall include:
- 1) **Content and design.** Ensuring content of newsletter, web site, bulletin boards and other communications have specific relevance for members of All Souls or affiliated groups; periodically reviewing content and design and implementing changes as needed.
 - 2) **Space allocation.** Developing guidelines for priorities for use of space in communications, including space for news about Board action, ministry and social responsibility opportunities, lifespan religious education and committee information;
 - 3) **Staff.** Recommending one or more volunteer staff editors and web administrators to be appointed by the Board of Trustees. The Communications Committee chair or designee may participate in developing job descriptions and reviewing performance of paid communications staff.
 - 4) **Disputes.** Convening meetings of the Communications Editorial Board as needed to resolve disputes about communications content or allocation of space. The Communications Editorial Board shall be composed of the following persons or their designated representatives: Communications Committee chair; Membership Committee chair; Board of Trustees liaison to the Communications Committee; Staff Liaison to the Communications Committee; Newsletter editor and webmaster if appropriate.
 - 5) **Coordination.** Serving as a clearinghouse for external communications that represent All Souls or groups and activities associated with All Souls. Groups such as the Forum may be approved to publicize activities that fit within guidelines without submitting specific publicity materials for review.

IV. GUIDELINES AND PROCEDURES

- A. The committee shall develop guidelines and procedures for the areas of responsibility as defined in this policy, update them as necessary, and make them available to the congregation.
- B. Guidelines and procedures may be modified from time to time without specific approval by the Board of Trustees. The board shall receive copies of any changes and may recommend or take action on changes as deemed necessary.

Approved by _____ Date: _____
President, Board of Trustees

Communications

Newsletter Guidelines (Also see: Communications Policy of the Board of Trustees and Communications Guidelines for Paper and Electronic Versions)

Purpose: The purpose of the *Flame* newsletter is to communicate to members and friends about All Souls ministry, business and activities.

I. Submission Process

- A. Deadline.** Articles must be submitted to the church office by the published deadline, which is usually 9:00 a.m. on the third Tuesday of the month preceding publication.
- B. Method.** The preferred method of submitting articles is within the text of an email addressed to the Communications Coordinator at office@allsoulskc.org. Written articles may also be submitted to the church office or left in the Flame mailbox.
- C. Length.** Recommended maximum length for most articles is 100 words or 600 characters. Longer articles are likely to be cut by the editor. Information for upcoming Sunday Services and the Forum are allocated total space on the front page for four headlines and 17 lines of text at approximately 65 characters per line. In months with five Sundays, there will be five headlines and 16 lines of text distributed among the topics.
- D. Contact.** Include the author's name and daytime phone number with all articles.

II. Recommended Style: Inverted Pyramid

- A. The lead** is the most important part of the article. Key information should go in the first paragraph. Include information about "who, what, when, where, why and how."
- B. Write clearly, simply and concisely.**
- C. Resources.** See the Flame Style Sheet and News Release Template and other information in the Communications Notebook at church or on the web site.

III. Editorial Practices

- A. Changes.** All articles are subject to editing for clarity, brevity or style by the editor. The editors will request review and approval of any changes to upcoming Sunday Service, Forum or Religious Odyssey program information from the person submitting the information. Editors will usually cut articles for length by eliminating sentences at the end. If you would prefer other sentences be cut instead, you may indicate that by enclosing sentences with double brackets [[]].
- B. Attribution.** If no contact person and phone number is provided in the article, the name of the person who wrote it will be published.
- C. Headlines.** The editors will compose headlines, or a short headline of around 25 characters may be submitted with articles. Final decisions about headlines will be made by the editor.
- D. Priorities.** If space does not permit publication of all submissions, the editor will give items priority in the following order:
 - 1) News of Sunday Services, Forums and Religious Odysseys for the weeks before the next expected publication date.
 - 2) News of other services.
 - 3) Column by the minister.
 - 4) Caring Connection news.

- 5) Lifespan Religious Education column and LRE news.
- 6) Social Responsibility news.
- 7) Board meeting highlights.
- 8) Board or congregational policies or issues.
- 9) Church calendar.
- 10) Upcoming church events.
- 11) Church council and committee information.
- 12) Upcoming events of affiliated or relational groups.
- 13) Denominational and district information relevant to members and friends.
- 14) Current issues of concern to organizations of which All Souls is a member.

Approved: _____ Date: _____

Chair, Communications Committee

Communications

Newsletter Guidelines for Paper and Electronic Versions

(See also Communications Policy of the Board of Trustees and Communications Newsletter Guidelines)

Purpose:

The purpose of different versions of the newsletter is to increase accessibility and accommodate mail delivery, email delivery and posting to the web.

Guidelines:

- **Length.** The mailed newsletter will be eight pages unless a variation is approved by the board liaison to the Communications Committee after consultation with the church treasurer.

The email newsletter may be more than eight pages, with the first eight being identical to the mailed version except for the address information and Caring Connection news that is withheld for privacy reasons. Additional content will be identified in the email version as additional to the mailed content.

- **Privacy.** The web newsletter is subject to the following guidelines intended to protect the privacy of those served by the congregation:
 - No last names of minors should be published.
 - No phone numbers, addresses or email addresses should be published without consent.
 - Personal news of interest to the congregation only but not to the entire world should not be placed on the web. Examples would include items such as "Caring Connection" and New Member profiles.
- **Distribution.** The email version will be mailed to all members and friends with an email address who have not asked to be removed from the church email list. The mailed version will be mailed to those not on the church email list and to those with email who have asked to receive a mailed copy.
- **Procedures.** The newsletter editors will prepare the mailed version as usual. The email version will be prepared by removing the address space and adding any additional content. The web site version will then be prepared by removing content, based on the web newsletter privacy guidelines.
- **Format.** The email version and web site version will be PDF documents. The Membership and Communications Coordinator will distribute the email version to the church email list. The web administrator will upload the web site version to the web site.

Approved: _____ Date: _____
Chair, Communications Committee

Communications

Web Site Guidelines

(See also Communications Policy of the Board of Trustees, Communications Flame Guidelines, and Communications Guidelines for Paper and Electronic Versions)

Purpose:

The purpose of the web site is to be inviting, informative and useful to All Souls members and friends and to potential members and the public.

I. Content

- Any member or friend of All Souls may submit content for the web site directly to the web administrator. Information on the All Souls web site should be timely, accurate, useful and appropriate.
- The web administrator will review all content, determine if the content is appropriate for the site, and determine if further approval is needed. The web administrator may modify the content for presentation consistent with the site and for navigability. The web administrator is the only person who can post changes to the site, although a substitute or assistant may be designated when needed.
- Priorities for content include the following, as determined by the Communications Committee or the Board of Trustees:
 - News of Sunday Services, Forums and Religious Odysseys
 - News of other upcoming events and activities
 - Information about Lifespan Religious Education programs and classes
 - Social Responsibility opportunities and activities
 - Church calendar
 - Information about the church and directions for finding it
 - Information about the board of trustees, church councils and committees
 - Simpson House information
 - Sermons
 - History and archival records
 - Contact information and links

II. Oversight

- The Communications Committee oversees and evaluates the web site, as charged by the Board of Trustees.
- Any significant additions or changes will be reviewed and approved by the Communications Committee, who may seek other approvals as appropriate. The Communications Committee will regularly evaluate design and content relevance and make recommendations for changes and additions as needed.
- Decisions regarding content will take into account the stated purposes of the web site as well as available time and skills of the volunteer web administrator and/or staff.

Procedures:

- Information about the web site will be published periodically in the Flame newsletter, to maintain awareness of the site and to publicize significant additions or changes.

- The Flame newsletter will be emailed to the web administrator no later than its delivery to the printer. It will be posted to the web prior to its arrival by mail. Forum and Service schedules will be updated based on Flame content. The site search index should be updated at least whenever a new Flame is uploaded.
- The newsletter on the web site, as well as other site content, is accessible to the entire world and open to scrutiny from all. For this reason, the following guidelines are intended to protect the privacy of those served by the congregation:
 - No last names of minors should be published.
 - No phone numbers, addresses or email addresses should be published without consent.
 - Personal news of interest to the congregation but not to the entire world should not be placed on the web. Examples would include items such as "Caring Connection" and New Member profiles.
 - Sermons will be emailed to the web administrator by the church office as soon as they are edited for publishing on the web. The sermons will be posted to the site as soon as practical.
 - A copy of the entire site will be copied onto CD whenever significant changes are made to provide backup and recovery.

Approved: _____ Date: _____
Chair, Communications Committee

Communications
Email Guidelines

(See also Communications Policy of the Board of Trustees)

Purpose: The purpose of email communication is to communicate to members and friends about All Souls ministry, business and activities and about other relevant information and activities. Email communications will also be made available at church for persons who do not receive electronic mail.

Messages. The following types of messages may be distributed by the church office to the all-church email list:

1. Notices about new Flame issues being posted on the web site and notices of other web site changes.
2. Notices of pastoral care or Caring-Connection type items, such as hospitalizations, deaths, new jobs, graduations, and other personal or family milestones. These emails need to be cleared with the minister or, in his absence, with the intern minister, president of the Board of Trustees, or Caring Connection chair.
3. Notices about church-wide events or programs that have not been well publicized or that need additional emphasis.
4. Information about non-church events that relate to our principles or purposes.

Partisan political messages may not be sent.

Submitting Messages. Messages should be emailed to the Communications Coordinator at office@allsoulskc.org to be forwarded to the all-church email list. If they meet the above criteria, they will generally be forwarded within one working day of when they were received.

Removal from Email List. Persons on the email list may request removal at any time. The Communications Coordinator will periodically include a message stating that persons who do not wish to receive further messages should notify the church office at office@allsoulskc.org.

Privacy. The office does not intentionally release email addresses via all-church mailings.

Guideline Updates. Guidelines should be reviewed and updated by the Communications Committee every two years or as needed.

Approved: July 2001
Revised: Fall 2003 Final Approval Pending

Approved: _____ Date: _____
Chair, Communications Committee

Communications

Bulletin Boards, Banners and Posters Guidelines

(See also Communications Policy of the Board of Trustees)

Purpose: The purpose of bulletin boards, posters and internal banners is to provide information, attract participation, and convey appropriate images of our active church. Information and artwork on bulletin boards, banners, and posters and fliers shall be consistent with UU principles and with All Souls mission and goals.

Bulletin Boards

- The Communications Committee is responsible for determining and allocating bulletin board space. Areas will be designated for changing displays relevant to pending events and activities. Permanent or systematically rotating space will be identified for the following functions and interest areas:
 - Board business, calendar and administrative information;
 - Caring Connection and personal news about members of the church community;
 - Social Responsibility information and opportunities;
 - Community events and activities;
 - Denominational activities and opportunities;
 - Lifespan Religious Education;
 - Personal news of UUs and friends in the news;
 - Religious Services information.
- Bulletin board information should be timely, relevant and maintained in a way to contribute to the aesthetic and welcoming appearance of the church.
- The Communications Coordinator is responsible for overseeing bulletin board postings and maintenance based on Communications Committee guidelines. New types of postings or requests for space should be submitted to the Communications Coordinator.

Banners

Banners to be displayed within or outside the church should be approved by the Communications Committee, the Board or Trustees or their designated representative.

Posters and fliers

Posters for events may be hung up to one month in advance of an event. Only removable tape may be used on wall surfaces. The Communications Committee or Communications Coordinator may remove inappropriate posters and flyers.

Approved: _____ Date: _____
Chair, Communications Committee

Communications

Guidelines for Annual Reports and Minutes

(See also Communications Policy of the Board of Trustees)

Purpose: The purpose of annual reports and minutes is to provide information about actions and decisions and to maintain written records for archival purposes.

Minutes:

Committees are asked to keep minutes or notes about activities undertaken and decisions made, and to provide a copy of those to the Communications Coordinator in the church office. Minutes should include:

- Name of committee or group;
- Date of meeting
- Persons present;
- Action taken and decisions made.

Some minutes may be posted on the web site.

Annual Report Guidelines:

- **Content.** Annual reports should include goals, accomplishments, and group membership for the year and information about notable events or speakers. If possible, include plans for next year.
- **Inclusion.** All committees are requested to submit annual reports. Relational groups are also invited to submit reports.
- **Purpose.** Annual Reports are an archival document. They are used as a reference to learn what happened during a particular time period, or to find out when something happened.
- **Length.** Preferred length is two pages or less.
- **Distribution.** The annual report will be available on the All Souls web site. A few printed copies will be available at the annual meeting, and printed copies are available upon request from the church office.
- **Procedure.** Submit reports as a Word attachment to email if possible. Text within the body of an email or camera-ready printed copy may also be submitted. Send reports to office@allsoulskc.org or leave them in the Communications Coordinator's mailbox at church.

Access: Access to annual reports and minutes is available to members of the congregation on the web site or in the church office.

Approved: _____ Date: _____
Chair, Communications Committee

Communications

Calendar Guidelines

(See also Communications Policy of the Board of Trustees)

Purpose: The purpose of the church calendar is to provide information about events and activities and to serve as a reference for use by staff to reserve use of building space.

- Requests for reservations for use of building space must be submitted to the Church Administrator. Office staff will place events on the church calendar, which is available on the All Souls web site. Events of general interest will be published in the Flame newsletter calendar.
- Requests for building use should be submitted on the “Building Use Request” form, available at the church Communications Center or on the All Souls web site at <http://www.allsoulskc.org/calform.doc>.
- Priorities for space will be determined by staff, based on guidelines developed by the Building Use Committee and approved by the Board of Trustees.
- Calendar entries for activities other than routine meetings should include a brief description of the purpose and use of the space.
- Calendar requests for non-church events must be approved by the appropriate committee. If a rental contract is required, that contract shall be signed before the event will be entered on the calendar.

Approved: _____ Date: _____
Chair, Communications Committee

Communications

Advertising, Brochures, Banners and Display Guidelines

(See also Communications Policy of the Board of Trustees)

Purpose: The purpose of advertising, brochures, banners and displays is to increase awareness of All Souls and UU values, provide information about the church, and encourage participation in activities.

General Guidelines

- Content shall be compatible with All Souls mission and with UU principles.
- Placement and display will be in venues or locations that do not conflict with UU values, unless approved by the Board of Trustees for a specific purpose.

Advertising

- Paid and unpaid advertising will be coordinated by the Communications Committee. Groups within the church with a demonstrated track record of appropriate advertising may be authorized to place advertising with specific review and approval by the committee.
- Decisions about priorities for use of communications funds allocated in the general church budget will be determined by the Communications Committee.

Brochures

- An All Souls brochure will be updated and published as needed by the Communications Committee.
- Content and design of other brochures for programs, activities, events or other purposes may be submitted for review by the Communications Committee to help ensure compatibility and consistency of quality in All Souls communications materials.

Banners

- Use at non-UU events of All Souls banners should be approved by the Communications Committee or the Board of Trustees.

Tabletop and Other Displays

- Displays may be developed by committees and other groups to complement the All Souls tabletop display boards.

Approved: _____ Date: _____
Chair, Communications Committee

**❖ Communications Planning:
Asking and Answering Questions to Focus on Vision and Desired Outcomes**

1. What is the reason for the communication? What goals do you hope to accomplish?
2. How does this fit with the mission and goals of the church? With UU principles?
3. Who is the primary audience? Secondary? Peripheral?
4. What media will be most effective? What is feasible?
 - a. Newsletter
 - b. Web site
 - c. Posters
 - d. Mailing
 - e. Email
 - f. Newspapers
 - g. Television
 - h. Radio
 - i. Other...
5. What resources and skills do you and your group have?
6. What other resources or assistance is needed?
7. What should be the timing and frequency of this communication? Is it a one-time or ongoing need? What are target dates? How much lead time is needed for preparation?
8. Who will be responsible for what?
9. How will effectiveness be evaluated?

Community Calendars and News in Brief
ALL SOULS UNITARIAN UNIVERSALIST CHURCH
Kansas City, Missouri
Information and Contacts as of June 13, 2003

The Kansas City Star

Please note that many of the *Star* calendars use the same fax number. It would be a good idea to modify your calendar announcement to indicate in which calendar you want it to appear. In some cases it may be appropriate for more than one, in which case you should send it twice with a different calendar specified on each.

City is a neighborhood magazine section of the Star, published on Wednesday that covers central Kansas City and includes both a calendar and “Area News in Brief” section. It also solicits photos of events demonstrating everyday life in the community for the “Scrapbook” feature. Calendar includes benefits, classes & workshops, organizations, community events, exhibits & performances, faith communities, seniors, support groups, volunteers & donations, etc.

Contacts:

- (News in Brief) Debra Skodack, KC Star, 1729 Grand, KCMO 64108, 816-234-4923 (fax), dskodack@kstar.com
- (Calendar) Community Calendar, KCStar, 1729 Grand Blvd, KCMO 64108, 816-234-4925 (fax), citycommunitycal@kstar.com (no attachments)
- (Scrapbook) Debra Skodack, Scrapbook (see address above), include description of event, names of those in photo, name & phone of sender (include SASE for photo return)

Deadline: two weeks before the Wednesday publication date (include phone number for verification)

Faith Calendar:

appears Saturday in the Faith section. There is also a “Faith Briefs” feature which provides more information in an expanded format.

Contacts:

- (Faith Calendar) KCStar, 1729 Grand Blvd., KCMO 64108, 816-234-4925 (fax), faithcal@kstar.com (no attachments)
- (Faith Briefs) Helen Gray, KC Star (same address), 816-234-4787 (fax), hgray@kstar.com

Deadline: no later than two weeks before publication date

Arts Calendar:

entertainment calendars are published in Preview (Friday) and Arts (Sunday) listing events and activities for the following week in the metro and Lawrence.

Categories include theater, classical music, pop, rock, jazz, etc., opera, dance, art, etc. Specify category preferred; include name and phone for verification.

Contact: Star Entertainment Calendar, Arts and Entertainment Department, KCStar, 1729 Grand Blvd., KCMO 64108, 816-628-3828 (fax), cibarra@kstar.com

Deadline: must be received 12 days before date of publication and be submitted weekly for continuing events

today in kc:

a daily feature in the fyi section listing nightlife, music, stage events, etc.

Contact: Cathy Ibarra, cibarra@kstar.com

Deadline: two weeks?

Literary Datebook:

appears in the Sunday books section and includes listings for book discussions/signings, book clubs, poetry readings, writers' meetings, etc.

Contact: Literary Datebook, KC Star, 1729 Grand Blvd., KCMO 64108, 816-234-4925 (fax), literarycal@kcstar.com (no attachments)

Deadline: At least 14 days prior to the event

Food Calendar:

weekly calendar on Wednesday in food section includes classes, dinners and seasonal events

Contact: Food Calendar, The Kansas City Star, 1729 Grand Blvd., KCMO 64108, 816-234-4925 (fax), foodcal@kcstar.com (no attachments)

Deadline: At least 14 days before the event

Business Calendar: weekly calendar in the Star Business Weekly published on Tuesdays. Some categories included are meetings, career fairs, classes and seminars. Requires phone number for publication.

Contact: Business Calendar, KC Star, 1729 Grand Blvd, KCMO 64108, 816-234-4925 (fax), bizcal@kcstar.com (no attachments)

Deadline: must be received at least 14 days before the event

Health Calendar:

weekly calendar with categories including classes, screenings, seminars, support groups, blood drives

Contact: Health Calendar, KCStar, 1729 Grand Blvd., KCMO 64108, 816-234-4925 (fax), healthcal@kcstar.com

Deadline: 14 days before the event date

The Pitch Weekly

General calendar with multiple subject headings including art galleries, film, literary and dance events, theater, classes, politics, kid stuff, health, lectures and workshops now appears only on the Pitch website. The hard copy Pitch contains only selected events with broad appeal.

Distribution: Kansas City region, also online

Contact: 816-756-0502 (fax), gina.kaufmann@pitch.com, 1701 Main St., KCMO 64108

Deadline: Wednesday at noon for the following week's issue

The Sun Newspapers

Religion Notes published in Community Section each Thursday includes services, seminars, concerts or other events. A feature story with photo is also possible.

Distribution: Johnson County, KS

Contact: Judy Southard, Religion Reporter, 913-385-6087, 913-381-1402 (fax), jsouthard@sunpublications.com, 7373 W. 107th St., Overland Park, KS 66212

Deadline: one week prior to desired publication

The Wednesday (Magazine)

General weekly calendar

Distribution: Southwest Kansas City, MO, and parts of Johnson County, KS
Contact: Editor, 816-361-0616, 816-822-1856 (fax), wedmag@printownsend.com, 20 E. Gregory Blvd, KCMO 64114
Deadline: two weeks prior to publication

Dos Mundos

A weekly bilingual newspaper published on Thursday; includes a calendar of events listed by date.

Distribution: four-state area

Contact: Calendar, Dos Mundos, 902 Southwest Blvd., KCMO 64108, 816-221-4747, 816-221-4894 (fax), newsstaff@dosmundos.com

Deadline: Tuesday, the week before publication

Kansas City Call

Weekly newspaper serving Kansas City with an emphasis on the African American community

Distribution: KC metro area

Contact: Editor, KC Call, 1715 E. 18th St., KCMO 64108, 816-842-3804, 816-842-4420 (fax)

Deadline: ?

Kansas City Globe

A weekly newspaper published on Thursday—also specializes in serving the minority community in the KC area

Distribution: KC metro area

Contact: KC Globe, 615 E. 29th St., KCMO 64109, 816-531-5253, kcglobe@swb.net

Deadline: Tuesday noon

eKC

“Happenings” calendar included in this monthly publication

Distribution: KC metropolitan area

Contact: Jessica Chapman, eKC, 104 E. 5th St., Ste. 201, KCMO 64106, 816-474-1516, 816-474-1427 (fax), calendarEKC@kcactive.com

Deadline: receipt two weeks prior to the cover date

Kansas City Parent Magazine

A monthly publication with both a “Family Calendar” and an “Up Front” feature including a metro news and events shorts

Distribution: through libraries, day-care centers, parent-teacher groups and retail stores in the metro area

Contact: send information to KC Parent Magazine, P.O. Box 3108, Olathe, KS 66063; questions to 913-782-3238

Deadline: by the 15th of the month preceding publication

the red fruit

A monthly women’s “musepaper” with a general “events” section

Distribution: KC metro area and Lawrence

Contact: editors@theredfruit.com

Deadline: no later than the first of the month preceding publication

University News

Calendar lists both campus and community events

Distribution: University, Plaza, Westport, Brookside, Midtown and Downtown

Contact: Editor, 816-235-5402, 816-235-6514 (fax), 5327 Holmes, KCMO 64110

Deadline: [not publishing Summer 2003]

Communiversality Catalog

Published three times a year by the Department of Student life at UMKC. Lists classes by categories including arts & crafts, skills & studies, food, health, me & you, innerpaths, outerpaths, social concerns, with multiple subheadings. An interview with the class leader is usually required.

Distribution: at libraries and businesses in the metro area and Lawrence

Contact: Communiversality, 5327 Holmes, KCMO 64110, 816-235-1448,
www.umkc.edu/comm. (or talk to Ted Otteson who is in with the editors)

Deadline: approximately June 15 (Fall issue), Nov. 15 (Winter/Spring), Mar. 15 (Summer)

KMBC-TV (Ch. 9)

Maintains a community calendar called "Neighborhood Notes"

Contact: Olivia Dorsey, Community Affairs Director, 1049 Central St., KCMO 64105,
816-760-9222; submit items to 816-760-9289 (fax) or on the website:

www.thekansascitychannel.com

Deadline: 4 weeks in advance

KCTV-TV (Ch. 5)

Maintains a calendar and broadcasts a "What's happening" feature on weekend mornings

Contact: Carol Williams, Public Affairs Director, 4500 Shawnee Mission Pkwy, Fairway,
KS 66205; submit items online at www.kctv.com

Deadline: minimum 10 business days prior

WDAF-TV (Ch. 4)

Maintains a "community calendar"

Contact: Jeni Podrebarac, Community Affairs Director, 3030 Summit, KCMO 64108, 816-
753-4567, 816-932-9221 (fax); send items "attention Community Calendar" by fax or mail

Deadline: two weeks in advance

KSHB-TV (Ch. 41)

Maintains a "Community Bulletin Board"

Contact: Ms. Marsha Depping, Community Affairs Director, 4720 Oak St., KCMO 64112,
816-753-4141, 816-932-0912 (fax); items should be mailed or faxed

Deadline: three weeks in advance