



Bridlington U3A Policy – Events Publicity

The Bridlington U3A offers a number of avenues by which Bridlington U3A events and activities may be publicised.

1. **The Bi-monthly Newsletter**

Short articles may be published in the Bridlington U3A Newsletter by sending a proof to the editor prior to the deadline for publication.

2. **The Bridlington U3A website: www.u3asites.org.uk/bridlington**

The website controller will approve and upload details of U3A events and activities onto the EVENTS page of the website.

3. **Bulk email**

Communications Secretary will approve and forward emails to those members who have email-access.

4. **Post**

For those members who do not have email access, it is possible to forward details of U3A events and activities by post. Addressed and franked envelopes can be provided by the Membership Secretary, payment of postage costs must be met by the group or from the event funds. A sample of the mail-out would need to be approved by the Membership Secretary.

5. **Monthly Spa Meetings**

A PowerPoint slide can be made for inclusion in the presentation between 10:00 and 10:30 at Spa meetings. If a slide is needed please send details to the Chair at least one week before the meeting so it can be included in the presentation.

Announcements can be made from the stage by providing the Chair with the text of the announcement in advance of the meeting.

Tables are provided in the Spa Hall for groups to publicise their activities and to enrol new members. Contact the Group Coordinator.

Leaflets concerning the details of U3A events and activities may be placed on the tables on the floor of the Spa Hall. Contact the Business Secretary.

Leaflets concerning the details of events and activities not associated with the U3A may be placed on the “What’s On” table. Products and services may not be advertised. Contact the Business Secretary.

6. **Facebook**

Communications Secretary will approve and upload information onto Bridlington U3A Facebook site.

7. **Contact Details**

All contact details for the committee may be found on the front page of the Newsletter and on the Bridlington U3A Webpage.