

Submitting announcements for the "Announcement Slide" or to be read during Sunday service if attending virtually

This procedure is for those folks who wish to attend multiplatform service virtually. If attending in-person, please fill out the Sunday Announcement Form found in the red pocket on the bulletin board in Channing Hall.

Announcements pertaining to Albany UU activities can be read by either the Sunday Service Associate, or the person submitting the announcement. OR announcements can be added to the Sunday service "Announcement Slide" if space allows.

- Submit your announcement to Tammy Goddard Hathaway, Church Administrator (admin@albanyuu.org), by **Friday, 9:00 AM**, to be incorporated into the announcement portion of the upcoming Sunday service. Please specify how you would like your announcement handled - to be read aloud and by who, OR if you'd like it added to the Announcement Slide
- Please write out in words the name of your committee. Too many initials result in confusion and is not welcoming: SJT = Social Justice Team; RSC = Religious Services Committee
- Include contact information if folks should have questions or would like more information.

If you have questions, please contact Tammy. Thank you so much!

Scheduling Zoom Meetings

We understand that things can get chaotic sometimes but please try and remember to request your Zoom meeting several days in advance. If we receive a request on a Saturday for a Zoom meeting on Sunday, the next day, that request will not be processed in time and you and your team may be disappointed.

We currently have three zoom accounts that we can use for meetings. To request a Zoom meeting, please do so just as you would when requesting a room to use in our building - using Church Database. **When you choose your resources, or "room", choose between Zoom 1, Zoom 2 - Admin or Zoom 3 - Staff.** There are links to instructions below. This is the preferred method but requests can also be sent via email to Patience: office@albanyuu.org or Tammy: admin@albanyuu.org.

When you send your email, please have a few dates and times that will work for your meeting to minimize time-consuming negotiating. Thank you!

[Getting Started with Church DB](#)

[Adding events to Church DB](#)