

## **CONNECTING COLCHESTER**

### **DIGITAL NEWSLETTER**

In an effort to " **GO GREEN**", Colchester Recreation will no longer be printing and mailing the Colchester Connection brochure. Instead, we will be sending out a digital brochure called "Connecting Colchester."

#### **TO SIGN UP TO RECEIVE THE NEWSLETTER:**

To be added to the email distribution list, please sign up using the "Subscribe" button at the bottom of the website, [www.colchesterct.gov](http://www.colchesterct.gov). Please select "Connecting Colchester Newsletter" powered by Constant Contact.

#### **TO SUBMIT INFORMATION FOR THE NEWSLETTER:**

We invite all Town departments, organizations, Commissions and local non- profits to submit their community events and activities to [parksandrec@colchesterct.gov](mailto:parksandrec@colchesterct.gov) to be included in the digital brochure! All information must be open to the public.

The deadline for submission is 15th of each month. Connecting Colchester will be emailed on/around the 1st of each month. For more information, please call the Recreation Office.

Please submit your information in the following formats:

1. PDF is preferred
2. Pictures are welcome and will be used when space is available
3. Indicate if you would like your event listed on the community calendar on the home page of the town website
4. As a reminder, it is important to include ALL of the following information:
  - Name of Organization
  - Contact information
  - Detailed event or activity information
  - Dates, time and Location
  - Appropriate age for the events/activities

**For more information please contact the Colchester Recreation department at:**

[parksandrec@colchesterct.gov](mailto:parksandrec@colchesterct.gov)

[www.colchesterct.gov](http://www.colchesterct.gov)

(860) 537-7297