

## **Conference Database Use**

We will not release personal contact information from our database. Conference-related entities should contact the Director of Communications at [communications@tnumc.org](mailto:communications@tnumc.org) to request inclusion in electronic communications outlets (website, e-newsletter, social media, etc.).

Conference-related entities who want to send a direct mail piece to individuals on the conference contact list should contact the Communications Department ([communications@tnumc.org](mailto:communications@tnumc.org)) to determine if mailing labels can be provided to meet the specific needs of the request. The cost for mailing supplies, postage, and fees will be incurred and charged to the conference entity making the request.

Conference entities are strongly encouraged to run the artwork for printed promotional pieces by the Communications Department to make sure logo use, postal requirements, etc. are met prior to the conference entity incurring costs for printing the materials.

