

2024-2025 CBS BULLETIN GUIDELINES

Ten issues of the bulletin will be produced, double issues will be December/January and June/July.

Listed at the bottom of this page are bulletins listed by month, information that should be included in those bulletins and bulletin article due dates. **Due dates are firm.** Reminders will be sent approximately one month and one week before due date. You are encouraged to submit your article/ads as soon as they are ready, and we urge you not to wait until the final due date. Once the bulletin is submitted, information cannot be changed or added.

A Vice President, Event Chair, or CBS Staff should only submit Articles/Ads. If you have someone else working on an article or ad, they should send it to you for final approval and submittal.

Articles/Ads should be submitted as quarter page or half page. Very few will be run as a full page depending on space, which we are unable to determine until after we receive all materials for each month's bulletin. They should be submitted as a word document, camera ready pdf or jpg, which is already properly sized (¼ or ½ page ad or full page if you have prior approval).

Monthly columns should not exceed 330 words.

Reservation forms are discouraged. Ads should include the registration URL information and contact information for questions.

Bulletin articles/ads should be e-mailed (or placed in bulletin drive folder on shared drive for CBS staff members) to Deanne Friedman DFriedman@BethShalomNB.org **no later than the due date.** If you have questions about the bulletin, contact Deanne by DFriedman@BethShalomNB.org or 847.498.4100x48.

The Executive Director and Director of Communications have the authority to make design changes/corrections to all articles/ads submitted and omit them if necessary.

The Clergy and CBS President have the authority to discuss the content of any article with the author. This protects the author and the synagogue.

Congregation Beth Shalom Director of Communications and staff will edit and proof the bulletin.

Bulletin

August - David/Steve/Tracy Safron Suggests

September – Aaron/Michael - Rosh Hashanah, Yom Kippur

October - David/Steve/Tracy Safron Suggests

Sukkot, Simchat Torah, Shemini Atzeret

November – Aaron/Michael

Dec/Jan - David/Steve/Tracy Safron Suggests

Chanukah

February – Aaron/Michael – Purim

March - David/Steve/Tracy Safron Suggests

Pesach

April - Aaron/Michael – Yom HaShoah,

2024-2025 SH & MC Slates, CBS Board Slate/Annual Meeting

May - David/Steve//Tracy Safron Suggests – Shavuot

June/July – Aaron/Michael

Services Under the Sky/Havdalah Under the Stars

2024-2025 Due Date:

NO LATER THAN

Monday, July 1

Thursday, August 1

Tuesday, September 3

Tuesday, October 1

Friday, November 1

Thursday, January 2

Monday, February 3

Monday, March 3

Tuesday, April 1

Thursday, May 1

2024-2025 BULLETIN PAGE LAYOUT

(subject to change)

- 1 Rabbi's Column (Rabbi Melman/Rabbi Chapman alternate)
- 2 CBS President
- 3 Cantor's Notes and
Executive Director (alternate months)
- 4 Religious School
- 5 B'nai Mitzvah and Youth & Families Young Children
- 6-7 Adult Education, Programming, & HAZAK
- 8-9 Sisterhood President Column, SH events, Judaica Shop
- 10-11 Men's Club President Column, MC events
- 12 Social Action and YACHAD/Chavurah
- 13 Development and Tracy Safron Suggests (alternate months)
- 14-19 CBS Happenings/Holidays
- 20 See What's Happening at CBS (pictures)
- 21 Birthdays, Anniversaries, Leagrams
- 22 Milestones, Memorial Plaques, Bimah Flower Fund, Death Members
- 23 Yahrzeits
- 24-25 Donations
- 26-27 Ads
- 28 Service Times/Candle Lighting

(32 pages - June/July and December/January issues)