The Weekly Byte (E-Newsletter) Guidelines 2024 - 2025

- There is one weekly e-newsletter sent to the entire Congregation, *The Byte,* which includes Shabbat information, upcoming events, CBS news and community program information (must fit CBS guidelines for community programs and space permits). On occasion, there is a MegaByte which covers a two or even three-week time period, due to a holiday or vacation period. This will be noted on The Byte schedule.
- The Byte is sent out on **Thursday evenings** each week (except for holidays) at approximately 5:00 pm. See the attached schedule through June 2025.
- All information to be included in The Byte each week should be sent to Deanne Friedman at DFriedman@BethShalomNB.org no later than **Tuesday afternoon at 5:00 pm**.
- Typically, items in The Byte are put in **three weeks** prior to the event (or registration deadline) and will be removed once the event date has passed. Any information submitted before or after the deadline will be held for the appropriate time.
- Information should be submitted as a **one sentence description** with the program date and a link to the information/flyer that is **already posted** on your section of the CBS website and/or CBS online calendar.

  Ex: **Sunday, June 23**
  President's Dinner honoring Bob Spector and Chris Meyers
  5:00 pm
  Register **here**

- All information submitted for and/or posted is subject to approval by the CBS Executive Director and Director of Communications.
- Please forward this information on to the appropriate members of your committees. Information submitted for The Byte should only be submitted by CBS Vice President or Event Chair or CBS staff member.
- If you have any questions or need any help regarding The Byte, please contact Deanne Friedman at DFriedman@BethShalomNB.org or Michael Garlin at MGarlin@BethShalomNB.org .

The Byte Schedule is attached.
*Please remember the deadline is **5:00 pm the Tuesday prior** to the date of the Byte.

2024-2025 CBS Byte Schedule

July 11 – Mega Byte
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July 25 – Mega Byte
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August 8 – Mega Byte
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August 22 – Mega Byte
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September 5
September 12
September 19
September 26 – Mega Byte
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October 10 – Mega Mega Byte
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October 31
November 7
November 14
November 21 -Mega Byte

December 5
December 12
December 19 – Mega Mega Byte
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January 9, 2025
January 16
January 23
January 30
February 6
February 13
February 20
February 27
March 6
March 13
March 20 – Mega Byte
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April 3
April 10 – Mega Byte
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April 24
May 1
May 8
May 15
May 22
May 29 – Mega Byte
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June 12 – Mega Byte
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June 26 – Mega Byte