The Weekly Byte (E-Newsletter) Guidelines 2025 - 2026

- 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).](#) 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 2026.
- Typically, programs/events that are on the CBS calendar are included in The Byte approximately **three weeks** prior to the event (or registration deadline). **If it is not on the calendar, it will not be included in The Byte.**
- If you have something else you would like included in The Byte (more detailed information, etc.) it should be sent no later than **Tuesday afternoon at 5:00 pm** to Deanne Friedman at DFriedman@BethShalomNB.org to be included in that week's Byte.
- Please forward this information 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.
- All information submitted for and/or posted is subject to approval by the CBS Executive Director and Director of Communications.
- 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.

2025-2026 CBS Byte Schedule

July 10 – Mega Byte
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July 24 – Mega Byte
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August 7 – Mega Byte
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August 21 – Mega Byte
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September 4
September 11
September 18 – Mega Mega Byte
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October 9 -Mega Byte
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October 23
October 30
November 6
November 13
November 20 -Mega Byte

December 4
December 11
December 18 – Mega Mega Byte
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January 8, 2026
January 15
January 22
January 29
February 5
February 12
February 19
February 26
March 5
March 12
March 19
March 26 – Mega Mega Byte
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April 16
April 23
April 30
May 7
May 14 – Mega Byte
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May 28 – Mega Byte
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June 11 – Mega Byte
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June 25 – Mega Byte