

2026-2027 CBS BULLETIN GUIDELINES

- Ten issues of the bulletin will be published; double issues will be December/January and June/July.
- Only a Vice President, Event Chair, or CBS staff member should submit Articles/Ads or Program Information. If you have someone else working on an article or ad, they must send it to you for final approval and submittal.
- Monthly columns should not exceed 330 words.
- **Due dates are firm.** We are unable to accept late submissions. Reminders will be sent approximately one month and again one week prior to the due date. Once the bulletin is submitted for printing, information cannot be changed or added.
- 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.**
- The Director of Communications and Executive Director have the authority to make 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 before it is published. This protects the author and the synagogue.

Bulletin

August

September

Rosh Hashanah, Yom Kippur, Sukkot, Shemini Atzeret, Simchat Torah

October

November

Chanukah

Dec (2026)/Jan (2027)

February

Purim

March

April - Pesach, Yom HaShoah,

Yom Ha'Atzmaut, 2027-2028 SH & MC Slates, CBS Board Slate/Annual Meeting

May

Shavuot

June/July

2026-2027 Due Date:

NO LATER THAN

Wednesday, July 1

Monday, August 3

Tuesday, September 1

Thursday, October 1

Monday, November 2

Monday, January 4

Monday, February 1

Monday, March 1

Thursday, April 1

Monday, May 1

***Shalom* may include some, but not all the content areas below, along with potential new features.**

Leadership & Clergy

- Rabbi's Message
- President's Message
- Cantor's Message

Education & Youth

- Religious School
- Youth
- Families With Young Children
- B'nai Mitzvah
- Club Spark

Adult Education & Programming

- CBS U
- Distinguished Speakers
- Events & Special Programs

Congregational Life

- Sisterhood
- Men's Club
- HAZAK
- Membership
- Social Action
- Israel Committee
- Development/Giving
- Pride

Ritual

- Holiday
- Service Times

Celebrations & Lifecycle

- Milestones
- Yahrzeits
- Deaths of Esteemed Members
- Donations
- Photos

Final placement and layout will be determined as we develop the new Bulletin format. Article placement may vary from month to month.