

The Weekly Byte (E-Newsletter), CBS Website & Social Media Guidelines 2022 - 2023

- 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 and if 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 (with the exception of holidays) at approximately 5:00 pm. See the attached schedule through June, 2023.
- 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.
- If you have pictures from your event(s) that you would like included in the Byte please send them to Deanne within a week of the event date.
- 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 12**

60 Minutes of Jewish Music Presents: *A Concert of Yiddish Favorites*

In-person and Live Stream

Register [here](#)

- Please be sure that your section on the website is kept as up-to-date as possible at all times and information is removed after an event is over.
- All information submitted for and/or posted is subject to approval by the CBS Executive Director and Director of Communications.
- All major CBS events that are programs for the entire Congregation will be posted to the CBS Facebook page (or other CBS social media pages). We encourage you (and your committee) to share, comment and like these posts.
- 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 or [CBS website](http://www.bethshalomnb.org) (www.bethshalomnb.org), 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.

2022-2023 CBS Byte Schedule

June 30 – Mega Byte
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July 14 – Mega Byte
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July 28 – Mega Byte
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August 11 – Mega Byte
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August 25 – Mega Byte
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September 8
September 15
September 22
September 29 – Mega Byte
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October 13
October 20
October 27
November 3
November 10
November 17 – Mega Byte
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December 1
December 8
December 15 – Mega Mega Byte
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January 5, 2023
January 12
January 19
January 26
February 2
February 9
February 16
February 23
March 2
March 9
March 16
March 23
March 30 – Mega Mega Byte
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April 20
April 27
May 4
May 11
May 18 – Mega Byte
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June 1
June 8 – Mega Byte
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June 22 – Mega Byte
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