

2025-2026 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. If you have someone else working on an article or ad, they should send it to you for final approval and submittal.
- Monthly columns should not exceed 330 words.
- Ads should include the registration URL information and contact information for questions.
- Please do not submit more articles/ads than your allotted space in the bulletin unless you have received prior authorization from the Director of Communications or Executive Director.
- All materials should be submitted in their final form as a word document, pdf, or jpg.
- **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. This protects the author and the synagogue.

Bulletin

August – Rabbi Chapman

September – Rabbi Honig/Cantor Stoehr

Rosh Hashanah, Yom Kippur

October - Rabbi Chapman

Sukkot, Shemini Atzeret, Simchat Torah

November – Rabbi Honig/Cantor Stoehr

Dec/Jan – Rabbi Chapman

Chanukah

February – Rabbi Honig/Cantor Stoehr

Purim

March - Rabbi Chapman

Pesach

April - Rabbi Honig/Cantor Stoehr–Yom HaShoah,

Yom Ha'Atzmaut, 2026-2027 SH & MC Slates, CBS Board Slate/Annual Meeting

May – Rabbi Chapman– Shavuot

June/July – Rabbi Honig/Cantor Stoehr

2025-2026 Due Date:

NO LATER THAN

Tuesday, July 1

Monday, August 4

Tuesday, September 2

Tuesday, September 30

Monday, November 3

Monday, January 5

Monday, February 2

Monday, March 2

Monday, April 6

Monday, April 6

Friday, May 1

2025-2026 BULLETIN PAGES

(subject to change)

- 1 Rabbi's Column (Rabbi Chapman/Rabbi Honig alternate)
 - 2 CBS Highlight Page
 - 3 CBS President Article
 - 4 Cantor's Notes (alternate months)
 - 5 Holiday
 - 6 Religious School (1 page)
 - 7 B'nai Mitzvah
 - 8 Youth & Families with Young Children (1 page)
 - 9 Adult Education, Programming, & HAZAK (1 page)
 - 10-11 Sisterhood President Column, SH events, Judaica Shop
 - 12-13 Men's Club President Column, MC events
 - 14 Social Action and Membership (1/2 page each)
 - 15 Fundraising
 - 16 Calendar
 - 17 Birthdays, Anniversaries
 - 18 Milestones, Memorial Plaques, Bimah Flower Fund, Death Members
 - 19 Yahrzeits
 - 20-21 Donations
 - 22-25 CBS Happenings
 - 26-27 Ads
 - 28 Service Times/Candle Lighting
- (32 pages - June/July and December/January issues)