

## **General Guidelines for Marketing Requests**

- Email all submissions by Monday evening to JoAnne Pine at [joze111@msn.com](mailto:joze111@msn.com)
- The website will be updated weekly on Thursdays
- All documents must be saved as a Word 2003-2007 attachment
- All photos should be attached to the same email as the article and be labeled with the name of the event and the year (ex- rummage.08)
- Unless otherwise indicated, all articles will remain on the website for 8 weeks
- Articles will be edited at the discretion of the marketing committee

## **Article Insertion Form for the Temple Sholom Website**

### **Contact Information:**

**Name:**

**Phone:**

**Email:**

### **Event Description: (no more than 2-3 paragraphs)**

**Where?:**

**When?:**

**Who?:** Please include the first and last name of all participating adults and committee members. Children's names should NOT be included.

**Why?** What makes this event special, unusual or unique to Temple Sholom?

**Are their photos attached? (no more than 3)** If so, has everyone photographed agreed to have their picture featured on the website? List names of photo subjects from left to right. Please include the town in which participants reside.

Photo name:

**On what page of the website would you prefer this article be posted?**

**This posting should be archived on: \_\_\_\_\_ (ex- if it is an event announcement, it should be taken down the morning after the event)**

**Public Relations/ Advertising Request**

- **In order to publicize an event ahead of time, please provide at least 8 weeks notice to the Marketing Committee.**
- **Event recaps should be submitted not later than 2 business days after the event take place**

**Editorial**

**Community Calendar**

**Montclair Times**

**Verona/Cedar Grove Times**

**Caldwell Progress**

**Jewish News**

**Baristanet.com**

**NJ Family**

**Suburban Essex**