

MEDIUM	CONTACT PERSON	DEADLINE
TRS Connection	Miriam Fleitman 703-939-7550 fleitmanmj@hotmail.com	Notice by e-mail Announcement at board meeting Month in advance-example late August for October Connection Must follow a specific outline-attached
WoTRS Monthly e-letter	Barbara Sarshik 703-448-7453 bsarshik@verizon.net	Due the 15 th of the month Notice by e-mail Announcement at board meeting
TRS Nursery School	Florence Kittiver 703-938-8746 Misskitt2@aol.com	Eight days in advance Thursday for the following Monday deadline
TRS Religious School The Schmooze	Florence Kittiver	One week in advance Must be received by Wednesday for the following Wednesday publication
Washington Post	Florence Kittiver	Three weeks in advance Must be received at least 14 days before the Thursday publication date Space available basis
Jewish Digest/Schmooze News On-line source for Jewish events in the local area	Florence Kittiver	As soon as possible This will post quickly
Washington Jewish Week	Florence Kittiver	As soon as possible This will post quickly
JConnect On-line source for everything Jewish in the DC area	Florence Kittiver	As soon as possible This will post quickly
Fairfax Times	Florence Kittiver	Three weeks in advance Notices must be received two weeks before the event Space available basis
Connection Newspapers	Florence Kittiver	Two weeks in advance Deadline is Friday for the following week's paper Space available basis
Facebook-Pictures and written information to be placed on the	Post it yourself or for assistance contact Debbie Droller	As soon as possible

WoTRS Facebook page	703-790 9635 debbiedroller@gmail.com	
Printed Photographs	Barbara Schonfeld 703-966-7564 BsSch1@cox.net	As soon as possible List event and names of people on the back of the picture
All other pictures for WoTRS Digital camera, i-phone	Sarah Jacobs 703-748-0848 Sjacobs1109@gmail.com	As soon as possible
Craig's List	Florence Kittiver	As soon as possible This will post quickly
Facebook-Pictures and written information to be placed on the TRS Facebook page	Post it yourself	As soon as possible
Photographs for TRS website	trsphotodrop@gmail.com	As soon as possible

Please do not contact Michelle Sandler, the TRS Religious School Office or the TRS Nursery School Office on your own.

Direct all questions to the proper contact person.

To enter an event on the Temple calendar, secure an Eventbrite link, and complete a room set-up form, go to the Temple website, click Engage, scroll down to Committees and over to Program Planning. Forms will be found on this page.