

Connection

Miriam F. (our Connection Liaison) will send a “call for articles” about three or four weeks before they are due, with her deadline (**usually between the 25th - 28th.**) All articles must be submitted to Miriam. (Do not submit articles directly to Michelle S.)

Plan to submit your article 5-6 weeks before the issue you want it to appear in.

Ex: for **Sept. Conn.** - submit by July 25; Miriam will compile all WoTRS articles and submit to Michelle by Aug.1 for the Sept.1 issue.

There may not be space for all items to run for two months. This is solely at the discretion of the Temple office.

If you want it run for a second month, resubmit to Miriam 5-6 weeks before the next issue again.

Ex: for **Oct. Conn.** – resubmit to Miriam by Aug. 25, she will submit by Sept.1 for the Oct.1 issue.

Eventbrite (listing on TRS Website), if applicable:

You should fill out the Eventbrite form online soon after you submit the first article. Any additional information needed in the description or the RSVP section should be included on this form. Michelle will send the draft back to the person who submitted it for approval. This form will signal Michelle to create an Eventbrite link.

WoTRS Facebook

Send your article directly to Debbie D. She will assist you with when (timing) and how frequently it will be posted.

TRS Weekly e-Letter

Michelle will glean info from all other submissions and decide when it will be run.

Hanashim (WoTRS e-Letter)

Barb. S. and Janet F. (our **Hanashim** co-Editors) will send a “call for articles” a couple weeks before they are due. They are always due the **15th of the month before the next issue.**

Plan to submit your article 2 weeks before the issue you want it to appear in.

Ex: for **Sept. Hanashim** - submit by Aug.15 for the Sept.1 issue.

If you want it to run for a second month, resubmit to Barb and Janet again on the 15th of the next month.

There may not be space for all items to run for two months. This is solely at the discretion of the co-Editors and Presidents.

TRS Strategic Marketing Form

This tool is *only used* for a select number of our major events and should be submitted three months in advance of the event.

Vice-Presidents will consult with their Chairs to submit the form and meet with Michelle for events falling under their areas.

Stand Alone E-vites

Only a very few events are advertised this way. Please discuss with your VP(s) and they will talk to Michelle, if applicable.

Nursery School, Religious School, & Outside TRS

Please send Publicity Chair, Florence K. a copy of your article to let her know where you would like it to appear. She has all deadlines and will make any format changes required for all venues.

TRS Facebook

On this PR site, you can post whenever you wish.