

Guidelines for Temple Connection Submissions

Format for Events

Event Title: (50 characters max., including spaces)

Day, Date and Time:

Description of event:

(500 characters max., including spaces. Use *Word Count* in Word)

Contact: (ideally choose one person; include phone #, email address)

Cost: (if there's no cost, please put N/A)

RSVP link: (or N/A)

Do not use any italics, bold, large font, all caps or any other fancy fonts in your submission. Michelle will have to undo your fancy fonts, so just use black font in one size.

Please send photos of speakers via the dropbox: trsphotodrop@gmail.com and notify Michelle by email that you have sent them.

Eventbrite

If you need an Eventbrite, please complete the online form when you submit your article. Visit the TRS website under Engage/Committees/Program Planning or <http://www.templerodefshalom.org/programming/>