

EVENT PUBLICITY REQUESTS FAQ

Temple Shalom's staff work to develop and distribute Temple Shalom news and information in a variety of ways. It's our job, and we're happy to help.

What channels will be used to publicize my announcement or event?

We review requests and consider them for our various distribution channels:

- The Voice is published and mailed to each member household 11x/year. It is also on our website.
 - Submissions are due by the first Friday of the month prior to the month of publication.
- The Kol Shalom email is sent each Thursday.
 - Submissions are due on the Monday before publication.
- The Temple Shalom website is the best place to publish detailed or more in-depth information connected to your event.
- Social media channels, such as Facebook and Instagram are effective ways to get your message out.

These are all ideal places to publicize events in the Temple Shalom community.

Do I select the channels and frequency of publicity for my request?

Information is used at the discretion of the staff and is published at a time and with a frequency that best enables us to accommodate requests and produce timely, meaningful communication for our members. The more advance notice we have, the better able we are to promote your events and news.

Will you edit or revise my submission?

The content and context may vary with the media and each instance may not appear in the exact manner requested, but you can be certain we use the information in the way we believe works best to get your message out to the intended audience.

How do I make a request?

Please submit the Event Publicity Request form found on the website to jfischer@naplestemple.org. Our Communications Director, Marketing Director and Executive Director will take it from there!

Who can I talk to if I have questions?

Contact Jeanette Fischer, Director of Communications at 239-455-3030 or jfischer@naplestemple.org