

Beth Israel Event Request Guidelines

- With the rolling “Upcoming Events” now on the front page of our website, our first point of contact for most members and visitors is through our calendar and home page. This can only be accomplished if all groups provide updated information via the process below.
- All information and calendar requests must be submitted through the following link.
 - <https://form.jotform.com/202033470157142>
 - This link can also be found on the website under the “Calendar” tab
 - **This form should be used to submit information for all BI media** – calendar, website (other than on the calendar), eRuach, HaRuach, Facebook, and Instagram.
 - The requester must provide all content, including exact wording, photographs, graphics, flyers, etc.
 - File attachments can be uploaded with the form.
- The “Upcoming Events” on the home page will include programs where the public is invited – services, classes, guest speakers, etc.
- If a short write-up is provided, event information can be posted on the home page with links to flyers or other websites (if provided).
- Additional webpages will only be created for major synagogue events (i.e. Fundraiser, Shabbat Across America, High Holy Days, etc.).
- If an event is internal only (i.e. meetings), it will be added to the Beth Israel calendar but not the home page.
- Please allow up to 4 days for requests to be processed and a week for additional web pages to be created.