



**Tamara D. Garaffa**  
Community Information Officer  
908-359-8211 ext. 207  
[TGaraffa@twp.montgomery.nj.us](mailto:TGaraffa@twp.montgomery.nj.us)

Municipal Building  
2261 Van Horne Road  
(Route 206)  
Belle Mead, NJ 08502

### **The Montgomery Township Community Newsletter**

Montgomery Township's Quarterly community newsletters are posted on the twp. website and noticed by email bulletin to over 5,000 subscribers, as well as to more than 1,000 contacts via social media, to date. They are released electronically on or around March 1st (Spring), June 1st (Summer), September 1st ( Fall) and December 1st (Winter) and the deadline for submissions is generally 3 weeks in advance. Subscribe to receive ebulletins at [www.montgomery.nj.us](http://www.montgomery.nj.us) (see Ebulletins sign-up box on right by scrolling down).

### **How to Submit Announcements for the Newsletter & Other Township Online Communications**

As a service to the public, the Township include timely submitted community event announcements which meet our guidelines in the Community Bulletin Board section of each quarterly newsletter.

Community organizations with announcements to share should email [tgaraffa@twp.montgomery.nj.us](mailto:tgaraffa@twp.montgomery.nj.us) . These emails must include an attachment with the basic details about the event (what, where, when, how, who to contact for info) as a msword or RTF file, under 100 words.

IMPORTANT: Please include the word NEWSLETTER in the subject line of your email.

PDF flyers can also be submitted in addition to but not in place of the above-described text version of announcement. Accompanying photos or illustrations will be considered and should be attached separately as .jpg or .png files.

For what content can be run, please go to our policy at <http://www.twp.montgomery.nj.us/WebsitePoliciesandTermsofUse.pdf> and see Section 5 - Bulletins Page and Community Calendar.

Mark your calendar to note that Montgomery's quarterly newsletters are released electronically on or around March 1st (Spring), June 1st (Summer), September 1st ( Fall) and December 1st (Winter) and the deadline for submissions is generally 3 weeks in advance.

You may also request that your email address be added to list to receive a quarterly reminder email one week in advance of the submittal deadline dates. Contact Tamara Garaffa at [tgaraffa@twp.montgomery.nj.us](mailto:tgaraffa@twp.montgomery.nj.us) .

### **If You Have Missed the Newsletter Deadline ...**

All is not lost by any means. The Township also maintains a website bulletins page and electronic community calendar. The deadline for website bulletins and calendar is rolling but it is recommended not to submit more than 2 months in advance of event or less than two weeks. The guidelines for submittal are the same as the above Newsletter submittal guidelines.

To subscribe to receive calendar events as posted by email or to add them to your own electronic calendar, see links below the calendar at :

<http://www.twp.montgomery.nj.us/calendars/comcalendar/>

Thank you!