We encourage you to leverage the Jewish Federation email list to promote your organization. This will go to our list of over 10,000 people and so should be used for events that are open to the entire Jewish community.

**Scheduling emails:**

* Each organization is permitted to send **one** standalone email to our community list **per quarter.**
* Emails should be scheduled a **minimum of two weeks prior** to your requested send date. Please email fedflash@jfedsnj.org to schedule your standalone email. Emails are scheduled on a first come, first serve basis. The more advance notice you give, the better the chance that your requested send date is available.
* We will confirm your date after your request has been made.

**Submitting content:**

* Content is due a **minimum of 48 hours prior** to your confirmed send date. Please send your email graphic, along with the URL (website) you wish to link to and email subject line to fedflash@jfedsnj.org.
* All content must be “camera-ready” with the following specs:
	+ A single graphic at least 600 px wide x 600 px tall
	+ JPEG or PNG format
	+ 72 ppi, RGB
	+ File size no larger than 5MB
* We will proof the formatted email back to you for send approval before it goes out to the community.

**Who is eligible for JFED community-wide emails:**

Our JFED family of agencies and South Jersey Jewish community nonprofits, including synagogues and day schools. Outside organizations must be established in the community for a minimum of 6 months before they are eligible.