



## TGIF E-Newsletter Submission Guidelines

The Jackson County Area Chamber of Commerce is proud to provide an e-newsletter in which members may submit information about what's going on in their organization. It is our goal to maintain standards so that all members who submit for publication get equal exposure. Thank you in advance for supporting us in this matter!

### **Guidelines:**

- 1) **Eligibility** - Submissions are only accepted from members in good standing.
- 2) **Length** - Submissions are limited to no more than 75 words. Keep in mind, too much content leads to less people reading your information!
  - Quick two to three sentence announcements are easy for reading and work best with a link to a website, Facebook page, etc. for more information. Leading people to your website is great exposure for you!
- 3) **Duration** –
  - Events/Fundraisers – publication of events is eight weeks before the event.
  - Specials/deals/sales – publication of this nature are four weeks.
  - General announcements – includes but not limited to business tips, a general business advertisement, post event/fundraiser announcement, etc. Duration of publication is three weeks.
- 4) **Rotation** – the order of placement of announcements will be rotated in the list.
- 5) **Deadline** – the deadline for submission is every Tuesday by 4:00 p.m. There is no guarantee submissions will make that Friday's publication. For the entries that do not make the deadline, they will be published in the following week.
- 6) **Re-submission** – if you wish to continue to post the same announcement, they must be resubmitted after the publication duration is expired.

### **Examples:**

#### **Paragraph form-**

- The annual spring BBQ benefiting First Baptist Church will be held on September 10 from 4:30-7:00 p.m. It is \$10 per person, kids under 12 are free. Please call 000-000-0000 for more information or visit our website at [www.1234.com](http://www.1234.com).

- Did you know that Joe Smith and Company offers a 10% discount to fellow chamber members? Let us help you save money! Call Joe Smith at 706-000-0000 for more information or to set up an appointment.

**Post Form:**

Lunch and Learn

Joe Smith and Company

11:30 a.m. – Registration

Noon – 1:00 p.m. – Program

[Click HERE to Register](#)

Joe Smith – 706-000-0000