

Article Submission Form

Help us to bring our businesses and community together by sharing your good news, tips, tricks, tools, advice, resources, and more! Submit an article for inclusion in our newsletter, "Main Street Beat" or our E-blast opportunity, "The Spotlight". See instructions below, or contact the Chamber for more information.

Submission Guidelines:

- "Main Street Beat" will be scheduled for the last Friday each month. It will include press releases, "Good News", and informational articles that have been shared with us from our members.
- Please fill out an Article Submission form and return it to Chamber to be considered for inclusion no later than the Monday before publication.
- This submission opportunity is available for members only; all members must be current with their membership dues.
- Only one submission per publication, per business/organization will be accepted.
- Articles must be complete and images & flyers must be in PDF or JPGE format with clear instructions and all pertinent information included (form must be filled out completely). We do not write articles or design ads; Information will be posted as submitted.
- Articles must align with the mission of the DACC and are accepted at the discretion of Chamber staff and the Marketing Committee. We reserve the right to edit or omit content. Any newsletter submission that is considered promotional in nature will be charged the Promotional Flyer/Ad fee of \$15.00.
- Articles will be added to our website blog and then linked in the newsletter.
- "The Spotlight" will be available once per week. Cost to participate is \$50.00 {buy 3, get 1 FREE!} \ Non-Profit Organizations: FREE -We'll e-blast your fundraiser announcement at no cost, in lieu of a donation (limit one per month). Participants choose the date & time of the scheduled e-blast on a first-come-first served basis (except when Main Street Beat or other e-blast is scheduled). If more than one submission is received for the same week, they will be combined into one e-blast, scheduled on the date & time picked first. Deadline for participation submission is 1-week prior to the scheduled e-blast.

Organization: _____ Contact Name: _____
Telephone: _____ Email: _____

I would like to submit an article for:

- | | |
|--|---|
| <input type="checkbox"/> Featured Member (FREE) | <input type="checkbox"/> Press Release (FREE) |
| <input type="checkbox"/> Informational/Educational (FREE) | <input type="checkbox"/> Promotional Ad/Flyer (\$15.00, buy 3 get one FREE) |
| <input type="checkbox"/> "The Spotlight" (\$50.00, buy 3 get one FREE) | <input type="checkbox"/> "The Spotlight" -Non Profit Fundraiser (FREE) |

Total Amount Due: \$ _____ ☐ Check Enclosed ☐ Send Invoice

Preferred Publication Date: _____ or ☐ Next Scheduled Newsletter

Article Headline: _____

Article Content (*you may also attach a separate document*): _____

Please list the links you would like included where readers may find more information:

http:// _____ http:// _____

Additional Notes/Instructions: _____

**Please send completed submission form along with any graphics or links that support your article via email to info@delphoschamber.com. You may also fax, mail, or drop it off at the Chamber office.*