

STOW-MUNROE FALLS CHAMBER OF COMMERCE

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EMAIL BLAST POLICY

EFFECTIVE 6/2/14

Who will email the information out to the Chamber Members?

The Chamber will email out the announcements once a week on **FRIDAY**, and is limited to no more than one per calendar quarter, per business/organization.

What is the cost of the email blast?

The cost of each email blast is \$25.

How many email blasts will be included in the Friday email blast?

No more than 4 per week will be accepted for the **mass** email blast. (The **mass e-blast** can include up to 4 flyers each Friday.)

What can I submit for Chamber Member Business Announcements?

The announcement information that you submit to the Chamber will only be accepted via email and must be strictly related to your Chamber Member business in which you are a paid Member of the Chamber of Commerce. The "Business News Announcements" must be related to: a special "Members Only" discount and offer WITH A SPECIFIED TIME PERIOD, special event/celebration, business anniversary invitation, business open house announcement.

How much space can I have for a Chamber Member Business Announcement?

You can submit a **ONE** page prepared flyer that includes the Chamber logo to provide the details of your event or offer. All email blasts must be approved by the Chamber Executive Director.

What is the deadline to submit information?

The deadline to submit a Chamber Member Business Announcement is the Friday prior to the week of distribution, if there are no more than 4 already scheduled for distribution. Anything submitted after that date will run in the following week's e-blast.

What other options do I have to submit job openings, hot deals, member to member discounts, etc?

You can log in to the Chamber website with your user name/password. Please contact the Chamber if you need help logging on. There is a section for job openings and hot deals that you can add yourself and **FREE** for our members! The offers must still contain a begin and end date (within 6 months) and will be approved by the Chamber office via online notification by our software provider.

Review the online benefits [HERE](#). These benefits are already a part of your membership that you can utilize to promote your business/organization and only require you to sign in using your login and password.

HOW TO SUBMIT:

Email your information in to smfcc@smfcc.com.

- All emailed submissions for the Chamber Member Business Announcements are subject to approval and may be edited.
- Chamber Dues must be current to submit.
- The Chamber is not liable for any misprints, typos or incorrect information submitted.