



Member of the Week Email Newsletter Program Guidelines

The Chamber wants to help you put your business in the spotlight. The **Member of the Week** program lets you send out your information to our 800 subscribed recipients in our newsletter format. Here are the basics:

- Links and graphics can be included. We require graphics in a **jpg** format.
- Attachments **MAY NOT** be included.
- The Member of the Week e-newsletter will be sent on Tuesday morning.
- Your promotional content must be received by our office 2 weeks **PRIOR** to the date of your scheduled Member of the Week promotion.
- The cost of this program is \$75 per week scheduled. Payment must be received in advance of the email.
- The Chamber reserves the right to edit or refuse any information presented for promotion.
- Send your information via email with “**Member of the Week**” **written in the subject line**. Include an invitation to an event, information about you and your company, logo and photo (jpg format only, please) or other information you would like Chamber members to know.
- We will then put your information into our formatted newsletter and send it to our email registered membership.
- Cancellations must be made two weeks prior to your scheduled promotion week. We will attempt to find a replacement for your scheduled week. If we cannot find a replacement, a \$25 cancellation fee will be assessed for the reservation.

You may want to consider the following:

Include a coupon or special offer to measure your response.

Include a graphic or logo.

Be sure to include a website link and/or phone number and contact so the reader can obtain more information.

Questions or ready to reserve a date? Contact Keloryn at 708-349-2972 or email info@orlandparkchamber.org.

- Reserve a date
- Send your information
- Be the **Member of the Week!**