



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 **PDF** format.
- Attachments **MAY NOT** be included.
- The Member of the Week newsletter will be sent on Monday 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.
- 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, 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.

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!**