

## Brevard/Transylvania Chamber of Commerce E-news Submission Guidelines

The Chamber is pleased to send a weekly electronic newsletter as a way of keeping our members fully informed on all that is going on with the Chamber, as well as key events and issues in the community. Members are provided an opportunity to submit entries on important occurrences, specials, or other details about their business/organization.

Below are specific requirements to be considered for publication:

- Email should be submitted to [willow@brevardncchamber.org](mailto:willow@brevardncchamber.org)
- Use the subject line "**E-news Submission**" and indicate which Thursday date you would like it to be published.
- **Deadline** to submit items for publication is by **5:00pm on Tuesday**, the week of publication.
- Items are run once to keep the news fresh and interesting.
- Each submission should include a **25-40 word write-up** sent in a Word.doc with additional information attached in .pdf format.
- Pictures and logos should be .jpg.
- Items are to be edited and ready to publish.
- Submissions regarding employment needs will not be published.
- The Chamber reserves the right to not publish a submission for any reason.