

### **E-Buzz Requirements: 2018**

Our goal is to create a more user-friendly E-newsletter for our readers.

As a benefit to membership and your business, the E-Buzz and ads in the E-Buzz will always be free.

The E-Buzz runs every Friday at 10:00 a.m.

Ads will only be run for three times max- This is to ensure that the E-Buzz will not include the same things week after week. After three weeks, you are able to submit a new ad.

Ads submitted will need to be as follows:

- Must be submitted before 12 p.m. on Thursday- The day before the E-Buzz is out.
- Must be in .jpeg format
- Ads must be sized as follows:
  - The size must be no larger than an 8.5 by 11 (Horizontal or vertical), square ads are also accepted:
    - For digital ads made outside of publisher, be sure the add is between 500 and 800 pixels in width, or else it will show up small or could be too large to upload.
    - If requirements are not met, we will resize it and it may not appear as best possible.