Eastham
chamber of commerce

eblast Policy

eBlast services are available to Eastham Chamber members in good standing. The $35 charge includes a link(s) to the member's designated site (URL) or document (PDF). There is no charge for non-profit members of the Eastham Chamber. This email will be sent to more than 3900 subscribers consisting of both Chamber Members and others who have an interest in what is happening in Eastham community. Additionally, it will be posted up to our social media accouts.

Publication Requirements:

1. eblast acceptable formats*: All graphics must be received in a Windows acceptable JPEG or PNG format. Any separate text must be in a WORD.doc format. Exceptions to this rule cannot be imported to function properly in the transmission operated with the Eastham Chamber's source template through Constant Contact.

2. Copy to be entered into the *Subject Line* must be included with other eblast materials.

3. Optional copy may be submitted for a *Preheader* to support and enhance the subject line.

4. eblast can contain links to websites (URL) and also to your submitted PDF files.

5. The eblast files must be received no less than three (3) business days prior to the requested distribution date. Plan ahead as the e-blasts are very popular and are done on a first-in-first-run basis.

6. Invoices will be emailed and will be due and payable within seven (7) days of receipt.

7. The Chamber will send no more than one (1) eblasts or its newsletter per day. The Chamber office will make all attempts to run the eblast on the day/date requested.

8. Members can send up to two (2) eblasts in a sixty (60) day period.

9. The content must be directly related to the business efforts of the member. The office reserves the right to reject or edit content if deemed inappropriate.**

*Acceptable formats: Material may be submitted as MS Word documents or as images. Images must be submitted as .gif, .jpg, or .png. The suggested image size for emails is 100KB or 600 pixels wide with the maximum width being 800 pixels. An image file should be no larger than 2.25MB for a successful upload. If your image is larger than 350KB or 800 pixels wide, Constant Contact will compress the image automatically which may degrade the quality of your image. If the material is too fuzzy, it would not be a suitable eblast.

**Please note that the Eastham Chamber merely inserts the various parts of the transmission that the member submits into a highly developed template and should at no time expect the services normally obtained by that of a graphic artist.