

## **Mustang Chamber of Commerce Newsletter Announcement Policy**

*Announcements may be made on behalf of our members via electronic newsletter (email) in the following manner:*

- *Members will be limited to one (1) announcement per calendar quarter at no charge;*
- *Announcements will be posted for 30 days or until the event has been completed;*
- *Announcements may not be an advertisement for products or services;*
- *Announcements should be event-related. Some examples include: open house, food, toy, or blood drive, program, performance, employment opportunities, etc.;*
- *Announcements may include Employment Opportunities;*
- *Announcements should be emailed to the Executive Director. If a flyer is requested to be posted, it should be attached as a .jpg or a .png file;*
- *Announcements must be submitted by Friday at 4 pm to be considered for the weekly newsletter (Chamber Chatter) distribution on Mondays;*
- *Announcements must be submitted before 4 pm on the last business day of the month to be considered for distribution in the Mustang Monthly eMagazine newsletter.*