



**cape cod**  
CHAMBER OF COMMERCE

## Sharing Content with the Chamber

We love helping our members spread the word! Whether it's through social media, our e-newsletter, or a dedicated email blast, **here's what we need to make it happen:**

### Social Media & E-Newsletter Posts

To feature your update or announcement, please send us:

- The **text** just as you'd like it to appear.
- An **image** (.jpeg or .png) or a **YouTube link** to go with your post. (We may be able to use other video formats (e.g. Vimeo) for social media, too!)
- A **link** where people can learn more or take action.
- Social media features are an **included benefit for Builder, Champion, Catalyst, Stakeholder and Chairman Circle members**. If you would like to upgrade so we can feature you, we're happy to help!

### Email Blast Requests

Planning ahead helps us fit you into our email calendar—thanks in advance!

- Please give us **at least two weeks' notice** so we can reserve a spot (we only send one blast a day).
- Your email should be **camera-ready** when you send it:
  - Submit a single image (.jpeg or .png preferred, .pdf okay if needed) that includes all the text and graphics.
  - Be sure to **leave out any links in the image**—they won't work! Just send us the link separately, and we'll add it on our end.
- Don't forget to include:
  - A **subject line** and a **preheader**
    - A subject line engages recipients at first sight.
    - A preheader is a subtitle for your subject line. Keep in mind that we will start the preheader with "Sponsored Content: *Your preheader text*" when writing your copy.
- Email blasts to our membership are an **included benefit for Catalyst, Stakeholder and Chairman's Circle members**. **Members are welcome to buy email blasts** for \$500 each for our Chamber membership contact list or \$1,000 each for our Visitor contact list.

You'll receive **up to two proofs** to review before we send your email out to our audience. *And just a quick heads-up: formatting may look a little different across email programs or devices.*

 **Send Everything To:** [membership@capecodchamber.org](mailto:membership@capecodchamber.org)

If you have any questions, just reach out—we're happy to help!