

eBLAST GUIDE

Thank you for your continued support of the Battle Creek Area Chamber of Commerce. The Chamber sends email communications (eBlasts) each week including member and Chamber eBlasts and/or Tuesday's Tidbits eNewletters. Due to overwhelming popularity of this program, reservations and sponsorships are on a first come, first served basis. We recommend scheduling at least two (2) weeks in advance, and limit the number of eBlasts to three (3) per week. **Also, members in good standing are allowed to send one eBlast per quarter limiting to four (4) per year.**

GENERAL INFORMATION

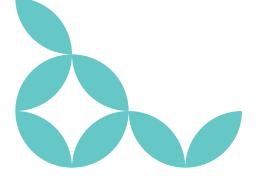
- Advance payment and completed sponsorship form are required to reserve an eBlast
- eBlasts opportunities are available for Business Members in good standing
- · Send ad copy and questions to office@battlecreek.org
- Credit card and/or payment information can be processed by telephone: 269.962.4076, fax: 269.962.6309, or email: office@battlecreek.org
- · Text should be submitted as a word document

- Logo, picture and/or flyer should be submitted as a separate .pdf, .jpg, or .gif file (JPEG and PDF files are encouraged)
- Content is at the Chamber's discretion and subject to approval, all materials should be positive in nature; any implications of negativity or innuendos towards another business, the community or others will not be approved.
- The Chamber will include a disclaimer on this paid advertisement

DEADLINES

- Ad copy must be received for Chamber processing at least one (1) week prior to scheduled send date or the Chamber can't guarantee its publication
 - Refunds and rescheduling are not possible due to high demand
- Sponsors must approve layout/content by 5 p.m. the day before the scheduled send date
 - If final approval is not received the sponsoring members may forfeit payment and advertising
 - The Chamber is not responsible for any errors in the email after final approval is received

For more information and availability, contact the Chamber office at 269.962.4076.







eBLAST FORM

Staff Signature: ___

Business:			
Contact:			
Address:			
City:		_ State:	Zip Code:
Phone:		_Email:	
Our business has read and agre	es to the eBlast guid	delines and w	ould like to participate in a (circle one)
Standalone eBlas	st: \$60 Annual eB	last Agreeme	ent (1 per Quarter): \$240
Please indicate the preferred eB	last send date:		
NO DATES ARE GUARAN	TEED UNTIL CO AND CONFIR		AND PAYMENT ARE RECEIVED TAFF.
Authorized Person's Name:			
Signature:			Date:
Payment Info			
Today's Date:		_Amount: \$	60.00/Standalone or \$240/Annual
Amount Paid:	Method (circle	one): Chec	k Credit Card Cash
For Credit Card Payment:			
Name as it appears on the Cred	lit Card:		
Company:			
Billing Address:			
City:		_ State:	Zip Code:
Credit Card #:			Exp Date:
Signature of Member:			Date:
For Chamber Use (Only		
Agreed Send Date:	Form received:		Payment received:

BATTLE CREEK AREA
CHAMBER