



## **Carol Stream Chamber of Commerce Email Blast Guidelines**

Thank you for your interest in advertising your business through a Carol Stream Chamber "Email Blast". The board has come up with some guidelines, which are listed below:

- Cost is \$50 per 'blast' payable by cash, check, credit card.
- Let us know which REPLY-TO email address we should use: the one you used to email us or another.
- Send us a JPG as this works best, but we aren't able to work with PDF file formats.
- Also acceptable is the message in a Word document. The message will be copied and pasted out of word to keep correct formatting.
- No attachments will be able to be sent at this time.
- The Executive Director will send them out via the [email@carolstreamchamber.com](mailto:email@carolstreamchamber.com) address – one per chamber member. (They will go out through ChamberMaster "Communication").
- Your confirmation will be your copy of the email, if you are the Primary Representative for your company.

*Thank you for your support and involvement in the Carol Stream Chamber!*