Email Blast
Advertising Opportunities

Thank you for your continued support of the Battle Creek Area Chamber of Commerce. The Chamber sends email communications each week including member Email blasts and/or the Chamber information. Due to overwhelming popularity of this program, reservations and sponsorships are on a first come, first served basis. We recommend scheduling at least three weeks in advance. **WE WILL ONLY SEND MEMBER EBLASTS TWO TIMES A WEEK AND YOU ARE LIMITED TO FOUR TIMES A YEAR.**

General Information:

- Advance payment and completed sponsorship form are required to reserve an Email Blast
- Send ad copy and questions to office@battlecreek.org
- Send all credit card information by telephone (269)962-4076 or fax: (269)962-6309
- Text should be submitted as a word document. All ads must have text
- Logo, picture and/or flyer should be submitted as a separate .jpg or .gif file
- PDF files are encouraged
- Email blast opportunities are available for Business Members in good standing
- Content is at Chamber’s discretion and subject to Chamber’s approval
- All materials should be positive in nature
- The Chamber will include a disclaimer on this paid advertisement
- Any implications of negativity or innuendos towards another business, the community or others will be edited

Deadlines:

- Ad copy must be received for Chamber processing at least one week prior to the 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 and content before the close of business the day before the email blast and the Tuesday before the E-blast send date
  - If final approval is not received the sponsoring members may forfeit payment and sponsorship
  - The Chamber is not responsible for any errors in the email after final approval is received
The Chamber has the right to refuse any advertisement not consistent with the Chamber’s mission. For more information contact the Chamber offices at (269) 962-4076.

Email Blast Advertising Form

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### Sponsoring Member Information

| Business: | ___________________________________ |
| Contact: | ______________________ |
| Address: | __________________________________________________________________________ |
| Phone: | ______________ |
| Email: | ______________________ |

Our business has read and agrees to the Email Blast sponsorship guidelines and would like to participate in a ____________ Email blast for $60.

Please indicate the preferred email blast send date:

________________________________

NO DATES ARE GUARANTEED UNTIL CONTRACT AND PAYMENT ARE RECEIVED AND CONFIRMED BY STAFF

| Authorizing Person’s Name: | ____________________________________________ |
| Signature: | ______________________ |
| Date: | ______________________ |

### Payment Information

| Today’s Date: | ______________________ |
| Amount: | $60.00 for one time or $240 for 4 |
| Payment Type: | _____Cash _____Check _____Credit Card |
Credit Card #: ______________________________________
Exp. Date: ________   Security Code: ______

Name on Card: _____________________________
Signature: ___________________________

Address the card is billed to:
__________________________________________

Please fax completed sponsorship form to (269) 962-6309
or send by mail to the Chamber office

For Chamber Use Only: Agreed Send Date: ___________ Form Received: _______________
Payment Received: ___________ Staff Signature: _______________ Date: ________