

## 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 eNewsletters. 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](mailto: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](mailto: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

Business: \_\_\_\_\_

Contact: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Our business has read and agrees to the eBlast guidelines and would like to participate in a (circle one):

Standalone eBlast: \$60 | Annual eBlast Agreement (1 per Quarter): \$240

Please indicate the preferred eBlast send date: \_\_\_\_\_

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

Authorized Person's Name: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Payment Info

Today's Date: \_\_\_\_\_ Amount: \$60.00/Standalone or \$240/Annual

Amount Paid: \_\_\_\_\_ Method (circle one): Check Credit Card Cash

*For Credit Card Payment:*

Name as it appears on the Credit 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: \_\_\_\_\_

Staff Signature: \_\_\_\_\_ Date: \_\_\_\_\_

