



ELGIN AREA CHAMBER

Submit Your Content to Click & Connect

GENERAL SUBMISSION GUIDELINES:

- **Eligibility:** Only members in good standing of the Elgin Area Chamber may submit.
- **Deadline:** No submission will be accepted after the deadline, typically on the 25th of a month. (Please confirm the specific deadline with the Elgin Area Chamber).
- **Submission Limit:** One submission per member business per month.
- **Content Relevance:** Submissions must be time-relevant to the month of the newsletter.
- **Future-Dated Content:** Additional submissions or those referring to a future date will be posted to the Elgin Area Chamber website. They may be added to the newsletter later when relevant to that month.
- **Article/Text Submissions:** Limited to 100 words and one image (**not a flyer**). Content over 100 words will receive a "READ MORE" link to the full article posted on elginchamber.com.
- **Compliance:** Submissions that do not comply with these guidelines may not be included in the member newsletter.
- **Editing:** Submissions are subject to editing before publication.

SUBMISSION SPECIFICATIONS:

Send your submissions:

To post@elginchamber.com with the subject line "Newsletter Submission." 5 days prior to the end of a month. AND, **include a desired web address to link to** with the body of your email. You may submit **one** of the following:

Text only:

- 100 words.
- Include a title.

Text (above) with picture: no larger than 4"w x 5"h:

- Submitted picture/image no larger than 4"w x 5"h.
- Pictures must be copyright-free.
- You must have permission to submit photos of people for publication on EAC media outlets.
- Pictures may be reduced in size or cropped when published.
- JPG or PNG format

Half Page Finished ad:

- 7.75"w x 4.75"h finished ad.
- JPG format preferred but will accept PDF

8.5 x 11 Finished Graphics/Flyers: (Reduced to 3.75"w x 5"h when published)

- Submitted dimensions may not exceed 8.5"w x 11"h inches or 2550 x 3300 in pixels. (8.5 x 11 inches submissions will be reduced to approximately 3.75"w to 5"h when published. **Make sure it will be readable when reduced.**)
- JPG format preferred but will accept PDF



**100 WORDS &
IMAGE/PIC**

ELGIN AREA CHAMBER

Membership in the Elgin Area Chamber offers a robust platform for local businesses to thrive. Members gain invaluable networking opportunities through mixers, seminars, and events, fostering connections that drive growth. The Chamber also acts as a powerful advocate for business-friendly policies, representing members' interests at various governmental levels. Beyond advocacy, the Chamber provides essential educational resources, including workshops and access to expert guidance, helping businesses develop and innovate. Increased visibility through directories, social media, and event sponsorships amplifies reach. Overall, joining the Elgin Area Chamber is a strategic investment, providing resources, support, and connections vital for business success within the community.

**8.2 X 11 GRAPHIC
REDUCED TO
3.75" X 5" INCHES**

**Half Page Ad
7.75" X 4.75" INCHES**