



ELGIN AREA CHAMBER

GENERAL SUBMISSION GUIDELINES

Eligibility: Only members in good standing of the Elgin Area Chamber may submit content.

Deadline: Submissions must be received **no later than 5 days before the end of each month.**

Late submissions cannot be accepted.

Submission Limit: One submission per member business, per newsletter.

Content Relevance: Submissions should be timely and relevant to the month in which the newsletter is published.

Future-Dated Content: Additional submissions or content promoting future events may be published on **ElginChamber.com** and may appear in a future newsletter when appropriate.

Article/Text Submissions: Limited to 138 characters and one image (photos or logos only—no flyers). Longer submissions will include a "Read More" link directing readers to the full article on **ElginChamber.com**.

Compliance: Submissions that do not meet these guidelines may not be published.

Editing: The Elgin Area Chamber reserves the right to edit submissions for clarity, grammar, length, and formatting.

SUBMISSION SPECIFICATIONS

Member Deals

Logo/Image: 1.38" W × 1.48" H

Deal Summary: Up to 193 characters (including spaces)

Includes a link to the complete Member Deal on ElginChamber.com

Announcements

Image/Logo: 1.38" W × 1.48" H

Title: Up to 31 characters

Description: Up to 139 characters (including spaces)

Includes a link to the complete announcement on ElginChamber.com

Advertisements/Click & Connect Ads

Horizontal: 4" W × 2.5" H or Vertical: 2.5" W × 4" H

Your advertisement in the newsletter can link to: Your expanded advertisement hosted on ElginChamber.com, or Your own website or landing page.

Expanded Web Advertisement (Optional)

In addition to your Click & Connect ad, you may submit one full-page advertisement:

Maximum Size: 8.5" × 11" **This Size Posted on ElginChamber.com only**

Your newsletter advertisement will link directly to this expanded advertisement or to your preferred website.

This is a great opportunity to provide additional information, promotions, coupons, product details, or event information beyond what fits in the newsletter ad.

Events

Events are pulled directly from the ElginChamber.com Calendar of Events and include:

- Event details, Updates, Registration information, Event links
-

HOW TO SUBMIT

Email your submission to <mailto:post@elginchamber.com> with the subject line:

Newsletter Submission

Please include:

- Your content
- Images or advertisement(s)
- Any desired website link

Important: If you would like your newsletter ad to link somewhere other than your page on ElginChamber.com, be sure to include the complete web address (URL) in your submission email. Otherwise, your ad will automatically link to the appropriate page on ElginChamber.com.

Deadline: All submissions must be received at least 5 days before the end of the month to be considered for the following month's Click & Connect newsletter.



ELGIN AREA CHAMBER

Alexander
Hours
Monday - Sunday
7 am - 2:30 pm



CLICK & CONNECT

Your Monthly Snapshot of Member Deals, Opportunities & Business Connections

JUNE 2026

SPACE NOT AVAILABLE

OPPORTUNITIES, EVENTS & OFFERS INSIDE



Exclusive Member deals



Upcoming Events



Member Announcements



GET YOUR BUSINESS FEATURED HERE!

Promote your news, events, and offers in Click & Connect—included with your membership.



SUBMIT CONTENT

post@elginchamber.com



BECOME A
MEMBER



Click any tile to learn more, save, or connect

1.38 WIDE X 1.48 LONG
This image area typically used for logo

Short summary of your deal or promotion which will link back to your full text or advertisement on [elginchamber.com](#). This space has 193 characters available including spaces
XXXXXXXXXXXXXXXXXXXXXXX

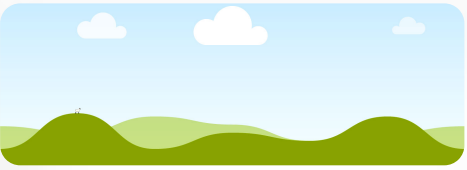
GET THE DEAL →



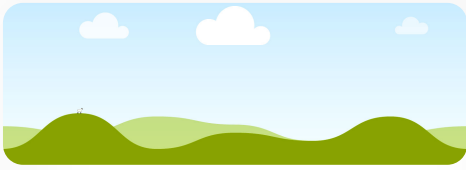
ELGIN DEVELOPMENT GROUP
SAMPLE

Considering relocating or expanding? The Elgin Development Group offers a FREE confidential consultation to help your business move to Elgin and grow successfully.

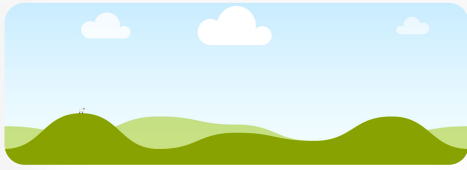
LEARN MORE →



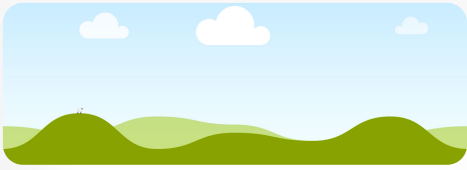
GET THE DEAL →



GET THE DEAL →



GET THE DEAL →



GET THE DEAL →



GET THE DEAL →



GET THE DEAL →



GET THE DEAL →



Click any tile to learn more, save, or connect

1.38 WIDE
X
1.48 LONG

Title of announcement = 31 Characters

short description of your announcement.
There are **139 characters** in this text area
(including spaces)XXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

[LEARN MORE](#) →

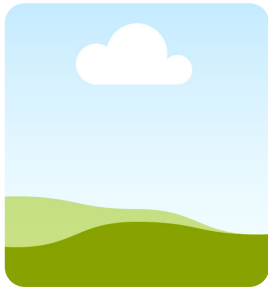


ABC Company Moves to Elgin!!

The Elgin Development Group helped
ABC Company relocate to Elgin with free
guidance, site support, and local
business connections.

[LEARN MORE](#) →

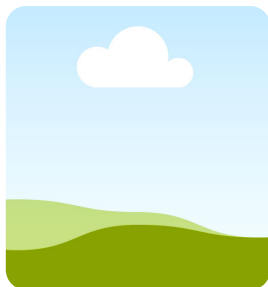
SAMPLE



Title of your announcement XXXXXXXXXXXX

short description of your announcement X
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

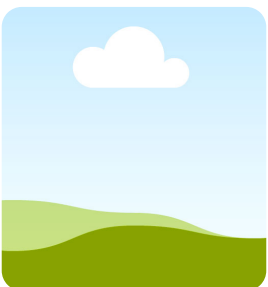
[LEARN MORE](#) →



Title of your announcement XXXXXXXXXXXX

short description of your announcement X
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

[LEARN MORE](#) →



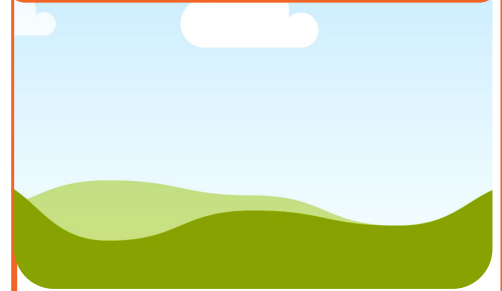
Title of your announcement XXXXXXXXXXXX

short description of your announcement X
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

[LEARN MORE](#) →



HALL OF FAME

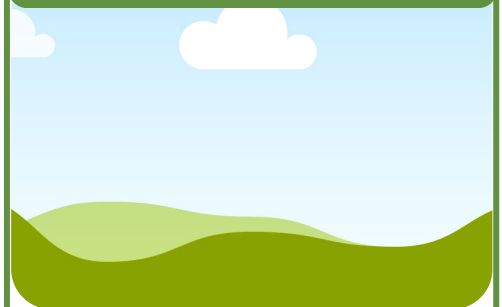


**SPACE NOT
AVAILABLE**

[LEARN MORE](#)



IN THE SPOTLIGHT



**SPACE NOT
AVAILABLE**

[WATCH THE SEGMENT](#)





VISIT OUR CALENDAR OF EVENTS FOR DETAILS, UPDATES, AND REGISTRATION



SPACE NOT AVAILABLE

A list of events from
ElginChamber.com Calendar
of Events will appear hear.



4 inches WIDE X 2.5 inches high

Advertisement preview linked to your full ad on elginchamber.com

SAMPLE



ELGIN DEVELOPMENT GROUP

SUCCESS IN ELGIN!

EDG helped ABC Company relocate to Elgin.



Local connections that make a difference



Site selection expertise



Support for your business growth

STRONG BUSINESS. STRONGER ELGIN. Learn more at elgindevelopment.com



LET'S GROW TOGETHER.



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LET'S GROW TOGETHER.

4 inches HIGH X 2.5 inches wide

Advertisement preview linked to your full ad on elginchamber.com

SAMPLE



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