

Chamber *e.sheets*

e.sheets are an effective way for Chamber members to inform 1,800 members reps about their business, services, or upcoming events.

E.Sheet Guidelines

- E.Sheets are emailed monthly to over 1800 Dubuque Area Chamber of Commerce contacts. You provide the .pdf artwork, we do the emailing.
- Each month's e.sheet will feature the first 15 members who make reservations for that month's issue.
- Only one e.sheet per business, per issue is accepted.
- All E.Sheets must be 8.5" x 11" .pdf up to 500kb. Color or black/white is accepted.

E.Blast & Web

- One issue of the Chamber E.Sheets is emailed out per month on the first business day of the month.
- Participating member businesses will be listed on the e.blast with a link to www.dubuquechamber.com where the e.sheet can be viewed and printed.
- E.Sheets will be posted on the web from the first business day to the last business day of the respective month.

Copy Specs

- Your E.Sheet must include your business name, address, web address, phone number and contact person.
- Your E.Sheet should be appealing to Chamber member businesses.

Restrictions & Approval

- E.Sheet participants must be a member in good standing of the Dubuque Area Chamber of Commerce.
- E.Sheets are intended for the sole purpose of self promotion and business advertisement.
- E.Sheets promoting political or social causes are not accepted.
- The Dubuque Area Chamber of Commerce reserves the right to accept/decline submitted e.sheets.

Fee & Reservations

- \$100 per month. Register for a year, receive two months complimentary.
- Reservations are required. Make your reservation by emailing Kelley Schiesl, Director of Marketing, at kschiesl@dubuquechamber.com. Reservations are taken on a first come, first serve basis.
- Because of the limited nature of this program, payment is due at the time of reservation. Your reservation is confirmed at the time of payment.
- If a cancellation is necessary, please contact Kschiesl@dubuquechamber.com by the 15th of the prior month to receive a \$50 credit.

Submission

- E.Sheets are due by noon on the 25th of the prior month. They should be submitted in final .pdf format by email to kschiesl@dubuquechamber.com.