

## GUIDELINES

- Member announcements will be accepted until **noon** on Friday for the following Tuesday's issue of eJournal
- **Only submissions from Chamber members will be accepted**
- Acceptable announcements include events, new team additions, or other news or company announcements
- Submissions focused on sales or marketing purposes, such as coupons, sales promotions, advertisements or listings will **not** be considered for publication
- Content should be ready for publication as is
- One photo or graphic is **preferred** to accompany your announcement. This can be a logo, headshot, event photo etc.
- The Chamber reserves the right to edit, omit or reject submitted content.
- We will assume that any information shared via the member announcement submission form is not confidential
- Please write in third person
- Please keep headlines short
- Please limit to 100 words

## INSTRUCTIONS

Submitting an announcement for publication in the Chamber's eJournal is easy:

1. Go to [www.gainesvillechamber.com](http://www.gainesvillechamber.com)
2. Under "Communications" in the main navigation menu, click on eJournal  
(or [www.gainesvillechamber.com/communications/eJournal/](http://www.gainesvillechamber.com/communications/eJournal/))
3. Complete the submission form

That's it!

## QUESTIONS?

CONTACT:

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