

The Greater Beloit Chamber of Commerce began weekly e-mail distribution of *The Network* in November of 2005. There are many benefits to this new format, such as inclusion of upcoming Chamber events, immediate introduction of new Chamber Members and timely distribution of Chamber and other news features. *The Network* is sent to the entire Greater Beloit Chamber of Commerce e-mail list, which includes Chamber Members, public officials and many other individuals in the Greater Beloit area.

This important communication tool also offers an opportunity for Members to share important information and announcements about their businesses in a new section called Member to Member News. Member to Member News will be prominently featured in each weekly edition of *The Network*. Member to Member News may contain information regarding upcoming activities, meetings and/or announcements from Chamber members in good standing. Members may also use this space for general advertising purposes. This is a "members only" feature (no exceptions!) and another great benefit of Chamber Membership!

Please look over the Guidelines and start putting this valuable service to use right away! Please submit your material to [amyl@greaterbeloitcommerce.com](mailto:amyl@greaterbeloitcommerce.com) or by fax to 608 365-6850.

## **GUIDELINES**

1. Paid inclusion in the Member to Member column is for Greater Beloit Chamber of Commerce members in good standing only.
2. *The Network* will be emailed each Friday by noon.
3. All entries must be supplied to the Chamber by Noon on Wednesday.
4. There is a \$40/week charge for up to 125 words. Please limit entries to 125 words or less, if possible. Additional wording will be charged at \$4 for each additional 20 words - available in 20 word increments only.
5. Logos may be included if the member provides the logo in either .gif or .jpg format by the entry deadline.
6. Links to member websites are available. The web address must be incorporated into the message. The address must be accounted for in the 125 words.
7. The material published in the Member to Member section is provided by the participating companies. The Chamber staff does not make any edits to the material.
8. Chamber staff must approve each entry. The Chamber reserves the right to refuse publication if the information provided is deemed inappropriate. Information must be business related.
9. Chamber staff will notify the participating business immediately if the information provided is not approved.