



Member's News Guidelines for Submissions

One of the benefits of your Heart of the Valley Chamber membership is publication of events and announcements in the HeartBeat newsletter and the Week@a Glance e-news. We also will post member news on our website for one month. Below are the guidelines for submitting articles for the Member News section of this site:

- ❖ The deadline for submittal is noon on the 15th of every month
- ❖ New Listings are posted on the first of the month and will run monthly
- ❖ Submissions must be limited to 50 words of news worthy content. We will in turn include a link back to your company's web site
- ❖ The Chamber will publish one item per company once every three months, but only if you resubmit each time you'd like it to appear. It will not automatically run again.
- ❖ Electronic formats are required in PDF or Word via email
- ❖ The Chamber reserves the right to edit all submissions
- ❖ Email your news to aisley@heartofthevalleychamber.com.

The Heart of the Valley Chamber reserves the right to refuse submissions it deems offensive, unprofessional, competitive or detrimental to its mission, programs or reputation.