

NEWSLETTER INSERT & MEMBER MAILING LIST INSTRUCTIONS & GUIDELINES

What is a newsletter insert or member mailing list?

A newsletter insert is a PDF file that we include in our monthly newsletter. A member mailing list is a list of Chamber Members, contact person, and mailing address. You can purchase a newsletter insert or member mailing list in one of two ways:

- Purchase one newsletter insert for \$30 or one member mailing list for \$40
- Add the Newsletter Insert / Mailing List Combo to your membership for 1 point (\$100).

With this option you can provide us with a newsletter insert for four different months, or you can opt to receive a list of all of our members and their mailing addresses one time, and include a newsletter insert for three different months.

What should I include in a newsletter insert?

Many members use newsletter inserts as informative pieces - a reminder of the services/products they offer, upcoming events, promotions, etc. If you have promotional items already, don't feel like you need to recreate the wheel!

How & when do I submit my newsletter insert?

Email in PDF Format to Gina@ExploreHutchinson.com by the 20th of the month

Newsletter inserts should be emailed to our Communication Coordinator, Gina Buske, by the 20th of the month prior to when you'd like it to be included.

- For instance, an insert for the June newsletter should be emailed to Gina@ExploreHutchinson.com by May 20th.

The insert is a 8-1/2 x 11 single-sided page and should be provided as a PDF file. If your team is capable of checking the PDF's Accessibility, we ask that you do so before sending as well.