

## Submission Requirements for The Weekly

Distributed every week, Thursday afternoon or Friday morning, The Weekly is a free advertising portal for Chamber members. This service is provided with the extra effort of, and no increase in, Chamber personnel. **Please help us continue this service by adhering to the following guidelines.**

While we appreciate press releases, we cannot guarantee that press releases will be condensed to fit the Weekly. To ensure that your event goes into the Weekly, event information must be emailed to [business@medfordchamber.com](mailto:business@medfordchamber.com) in the following format:

**Submission Deadline:** Tuesday noon for inclusion in that Week's issue.

### **EXAMPLE**

#### **Make Your Own Christmas Wreath**

**Thursday, December 8<sup>th</sup>, 11:00 am- 3:00 am**

**The Christmas Shop**

**123 Main St**

**Medford**

**Create an evening of memories with your child by making a family wreath together. \$5 include supplies. Register online ([www.xmasshop.com](http://www.xmasshop.com)). For more info please call 541-999-1234 or email [stephanie@xmasshop.com](mailto:stephanie@xmasshop.com).**

**30 words max.**

**LOGO and link required. Image nice to have as well.**

**Email Subject Line:** The subject line must read "Weekly Submission"

**Run time:** Every event generally runs for two consecutive weeks, if time allows. Your email should specify the two weeks you prefer and we will do our best to post them accordingly. We can't guarantee every event is published.

**Date-specific:** The Weekly is an **events** calendar of happenings and offerings that are confined to a specific time period. Consider submitting other news items to the Chamber Member FYI section of our monthly publication, the Business Review or for long term events, submit to the Chamber Website, Events Calendar.

**Creative Title:** Since the events are listed chronologically in one long column, the title is usually what gets the reader to stop scrolling. Give us a brief title that gets the attention of the reader.

**Date, Time, Place, and Address:** These are the pieces needed in the logistical information block that goes below the title.

**Concise Paragraph with Details:** Keep this section under 30 words and include details such as cost, contact information and hyperlinks.