

## Guidelines for Newsletter Submissions

The newsletter is just another way we keep you connected. Any Chamber member may submit information for the newsletter free of charge. Simply email your information to [kylie@marionchamber.org](mailto:kylie@marionchamber.org) by the 26th of each month and it will be included in the next newsletter.

### Submission Guidelines:

- **Articles (text)**
  - **Maximum of 500 words**
  - You may submit multiple articles, but the maximum combined word count is 500
  - Photos size will be adjusted based on the quantity of photos submitted
- **Ads (graphics)**
  - **Maximum size 5.5" (H) x 8.5" (W) (half page)**
  - **JPEG or PDF**
  - You may submit multiple ads (i.e. – quarter page), but combined ad size cannot exceed 5.5" (H) x 8.5" (W) (half a page)

If you have any questions, please do not hesitate to contact the Chamber at (765) 664-5107.