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## **Member Connections Newsletter Submission Policy**

Member Connections is a monthly communication channel designed to promote and share member news within the Chamber's extensive email network, which includes over 3,700 addresses. This valuable benefit is exclusive to our active members. The Member Connections Newsletter is sent out twice each month.

### **Submission Guidelines:**

- Provide a flyer/graphic (ideally a square design with dimensions of 1080x1080 pixels.) Keep your content description to a maximum of 400 characters (including spaces and punctuation).
- Include a relevant URL that readers can visit for additional details.
- Acceptable graphic formats are JPEG or PNG.
- Submit your content by the last day of each month for inclusion in the next month's issue.

Participation in the Member Connections Newsletter is limited to active members in good standing. Non-members are not eligible for eBlast insertions. Each member may submit content for inclusion once per quarter at no cost. This helps us provide a fair and equal opportunity to all members.

Submitted content should revolve around events, programs, or news of relevance to the San Marcos business community. The Chamber reserves the right to reject items that do not align with the interests of its members and readers.

The Chamber will create and send out the eBlast using Constant Contact software. Members must take responsibility for ensuring accuracy and freedom from errors or typos in their submissions. We aim to include your content at least once before the event or promotion date, provided it reaches us before the monthly submission deadline.

Content submissions should be sent no later than the 30th each month to be included in the following month's issue.

For more information, contact Communications & PR Manager Joanne Ortega at [joanne@sanmarcostexas.com](mailto:joanne@sanmarcostexas.com) or 512-393-5900.