

**2011
MEMBER
E-SHEETS**



2011 MEMBER E-SHEETS

Napa Chamber of Commerce

1556 First Street, Napa, CA 94559

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www.napachamber.com

The 2011 E-Sheet Policy

The “green” alternative to mailing

Napa Chamber’s Member E-Sheets are effective ways for chamber members to inform others about their business, services, or upcoming events. E-Sheet advertising is available to chamber members only. Special one-time offer for New Members within first 3 months of joining, is half off regular price of E-Sheets.

E-Sheet Guidelines:

The Member E-Sheets are emailed out once a month, with a total of 15 insertions per issue. Only one E-Sheet per business, per issue is accepted.

Size: 8-1/2 x 11 only

PDF specs: All E-Sheets must be submitted as a PDF saved for Smallest File Size. **Files need to be under 500 KB.** PDF can be in color or in black and white, one sided only.

Fee: \$100 per delivery. ***Please note that there will be a \$50.00 cancellation fee if we are not notified 3 business days prior to the due date. **Get 2 Free Months by committing to a One-Year Contract, paid in advance.** Special offers may not be combined. Offer rates are only available if payment is made at time of purchase.

Copy Specs: We recommend including the line “please circulate to your employees” to increase the exposure of your message. The business name, address, phone number, and contact person must be included. The E-Sheet should be eye-catching, of good quality, and in good taste.

Restrictions: Political issues or candidates E-Sheets are not accepted.

Approval: All E-Sheets must be approved by the chamber. The proof pdf may be emailed to christine@napachamber.com.

Final PDF: Once approved, all final artwork must be emailed by the Wednesday due date to christine@napachamber.com.

Reservations are required, and can be made by phoning the Napa Chamber of Commerce at (707) 254-1143. Reserving space ASAP is encouraged, as the E-Sheets will fill up quickly.



2011 Member E-Sheets Calendar

E-Sheets are due by 5pm on the Wednesday before the Launch Date. They should be submitted in final PDF format (of no more than 500 kb), one sided by email to christine@napachamber.com.

E-SHEETS	
Deadline	Launch
1-12	1-18
2-9	2-15
3-9	3-15
4-13	4-19
5-11	5-17
6-8	6-14
7-13	7-19
8-10	8-16
9-7	9-13
10-12	10-18
11-19	11-15
12-7	12-13