

Mass Email Guidelines

Member Monday is a weekly newsletter that contains all mass emails from Chamber Members and is distributed to the inbox of over 600 members and non-members. Please read and understand the mass email guidelines before submitting your flyer to the Tullahoma Chamber.

Mass Email Guidelines:

- Mass email is a service of all dues paying members of the Tullahoma Area Chamber of Commerce.
- Each Chamber member has the ability to send **one mass email per month** (12 mass emails per year) as a membership benefit.
- **ONLY upcoming events, news releases, sales or promotions about your business are considered a mass email.** A promotional ad does not qualify as a mass email and will not be accepted for Member Monday.
- **Mass emails should be sent to ashton@tullahoma.org by 5:00pm on Thursday for the following Member Monday.** Mass emails sent on Friday with a request to be in the following Monday's newsletter may not be accepted.
- **Instructions for submitting a mass email:**
 1. **Subject line:** What, Who, & When
ex: Mass Email Request from Traders Bank for Monday, June 5th.
 2. **Attachment:** attach your flyer or press release in a PDF, Microsoft Word, or JPEG format ONLY.
 3. **Body of Email:** Please include all information to be included with your flyer
Ex: Registration info, RSVP email or website, Facebook event page link, etc.
 4. **Submission Date:** Please include which Monday (date) you would like for your mass email to be sent out.
- The Tullahoma Chamber is not responsible for the content of mass emails. It is the member's responsibility to ensure that all content is correct before submitting the flyer for Member Monday. The Chamber will not be responsible for sending out any corrections after Member Monday has been sent.
- The Tullahoma Area Chamber of Commerce accepts no liability for the content of mass emails. Keep in mind good business practices and ethical behavior when creating your mass email flyer.