



Member e-Alert Guidelines

The West Hartford Chamber of Commerce (WHCC) is pleased to offer a new promotional opportunity to its membership, e-Alert communications. Communicating through e-Alerts is an affordable and effective way to reach 800+ WHCC members directly at their Inbox! To take advantage of this offer, simply follow the steps below:

1. Contact the Chamber office to book your e-Alert ad date. Only three member e-Alerts may be sent each month; space will book quickly so act fast to secure your preferred date. Each member has the opportunity to purchase one e-Alert per yearly quarter.
2. E-Alerts can be used to communicate your business's events, special announcements, and community outreach efforts. All materials are subject to review by the WHCC.
3. Send a payment of \$175 to: West Hartford Chamber of Commerce, 948 Farmington Avenue, West Hartford, CT 06107. Payments may also be made over the phone using a credit card.
4. One week before your scheduled date, please send all e-Alert copy in a Word document with a company logo or picture. Please note that only one graphic may be used in your e-Alert campaign.
5. If your email requires follow-up and/or registration, those instructions must be detailed in the e-Alert. The WHCC will not be responsible for handling the delivery of any reply e-mail.
6. A proof of your e-Alert will be sent 48 hours before the scheduled send date/time.

Please fill out this form and return to the WHCC office to reserve your space today.

Name _____

Business Name _____

Address _____

Telephone _____ Fax _____

E-Mail Address _____

My check for \$ _____ made payable to the West Hartford Chamber of Commerce is attached.

Please charge \$ _____ to my credit card: ___ MasterCard ___ Visa ___ AMEX

Account Number _____ Exp. Date _____

Signature: _____

Mail form to: West Hartford Chamber of Commerce, 948 Farmington Avenue, West Hartford, CT 06107 or Fax to: (860) 521-1996