



Guidelines for the 2018 Newsletter

To continue to provide a high quality and informative weekly e-newsletter in a timely manner, please adhere to the following guidelines when submitting information for inclusion in the *Around the Hill*:

- Member news, events, and advertisements will be published as a tag line 1-3 sentence in length (see samples below).
- Your submission should include the news/event, location, day, date, hours, and/or any additional pertinent information.
- It is strongly recommended that the businesses website address be a part of the tag line and/or include a print ready (i.e. .jpg or .pdf) advertisement to link to the tag line so readers can access additional information if need.
- **Submit to info@RHBCchamber.org no later than FRIDAY at NOON for the following week's edition.**

SAMPLES

ABC, Inc. Legends of Golf Chamber Member Discount (December 7 – 16)

Chamber members are invited to attend the ABC, Inc. Legends of Golf 2012 Tournament on April 16 – 22. [Read More](#)

Join State University for the State Tech Pre-game Happy Hour (December 10)

Join State University for their first pre-game happy hour with guests from State Tech University from 4 – 5:30 p.m. on Saturday, December 10 in the Arena multi-purpose room. [Read More](#)

I.O. Silver Holiday Open House (December 13)

Frank Lee Scarlett, a local financial advisor for the financial services firm I.O. Silver, invites the public to attend a holiday open house from 4 – 7 p.m. on Tuesday, December 13 at the Car Talk Cafe. Hors d'oeuvres will be provided compliments of ABC Catering. [Read More](#)

***NOTE: Read More – provide a link to event flyer or press release**