

Contribute to the Chamber's monthly electronic newsletter, *The Navigator!*

Business Briefs:

- No need to schedule business briefs – just send along throughout the year and they will be put in queue and inserted on a first come, first served basis - limited space available. *Please note: no “blanket” press releases will be used for Business Briefs, only submissions sent specifically for Navigator in correct specs below will be used.*
- Briefs are due the 15th of the previous month.
(ie: briefs for February issue are due no later than January 15, and so on)
- Text only – 75 words or less – blurb about your business/employees or any great news you want to relate to the chamber membership! Please adhere to word limit.
- Email brief to Laurie Contrino at lcontrino@newburyportchamber.org – typed into the body of an email or attached as a Word document.

Member Spotlights:

- Spotlights need to be scheduled in advance – please contact Laurie Contrino at lcontrino@newburyportchamber.org to schedule.
- Deadline for submission is the 15th of the previous month.
(ie: spotlights for February issue are due no later than January 15, and so on)
- 350 words – in a Question/Answer format. Please include a Q&A regarding a benefit to your business by being a member of the Chamber.
- Below is a website address to view examples of past spotlights online:
<http://www.newburyportchamber.org/spotlights.shtml>
- Please submit a logo image file to be displayed along side your spotlight.
- Email spotlight to Laurie Contrino at lcontrino@newburyportchamber.org – typed into the body of an email or attached as a Word document.

Business Articles:

- Articles also need to be scheduled in advance and are always related to the editorial calendar topic for that issue - please contact Laurie Contrino at lcontrino@newburyportchamber.org to schedule.
- Deadline for submission is the 15th of the previous month.
(ie: articles for February issue are due no later than January 15, and so on)
- 450 words (with flexibility - ie: if article needs to be longer due to the specific topic, we can plan accordingly).
- Email article to Laurie Contrino at lcontrino@newburyportchamber.org – typed into the body of an email or attached as a Word document.