

2018 Social Media & Newsletter Guidelines

1. All requests for items to be posted to the Chamber's Social Media pages or Newsletters should be sent to the Chamber Office: info@LincolnChamber.ca
2. Include **Facebook Request, Newsletter Request** or **All Media Request** (Facebook & Newsletter) in the subject line of your email so we know where to direct the content
3. Please send information with as much advanced notice as possible, as content is scheduled up to one month in advance. We will do our best to accommodate your request; any requests that come in with less than 5 business days' notice will not be considered
4. All content will be reviewed by the Chamber staff, and inclusion in our social media or newsletters is at the discretion of the Chamber Board and in compliance with social media platform guidelines
5. All content must be provided as a .jpeg or .png type file (940px by 788 px)
6. We encourage mobile friendly postings - please consider how your content would be viewed on a mobile device screen. If you think you have too much content, we can link it back to your website or to a larger document (please include links). Please also include additional images, logos, and text to create post content. It is your responsibility to provide us with all relevant information.
7. If your request for Facebook has been accepted you will receive a confirmation with an approximate time frame that your post will be live
8. Newsletters will generally be sent out on the 1st and 15th of each month (or the closest business day to those dates) from September – May, and on the 15th of the month for June, July and August.