



Business ListServ Guidelines

Utilize this free member benefit!

The ListServ is a member-to-member email service designed for convenient networking exclusively for Chamber members. Multiple individuals from a single organization are welcome to participate.

Please abide by the following guidelines:

Limit message frequency to no more than once every other week.

Appropriate Uses

- Announce upcoming events and news releases.
- Offer member-to-member discounts and special deals.
- Post job opportunities.

Unacceptable Uses

- Do not send emails that are non-business related or on behalf of non-members.
- Do not send emails that take a religious, political, or advocacy-related stance.
- Do not send personal items for rent or sale. Promote the sale of your company's products only.
- Do not include emojis. Symbols, colored text, and special formatting (ie, bold/italics) can create challenges also.

Participants who do not abide by the guidelines will be considered for removal.

To Post a Message:

1. Create an email message addressed to business@list.jacksonholechamber.com.
2. Enter a subject line and fill in the body of the message.
3. There must be text in the body of your email. Do not send out emails that are solely attachments.
4. Send the message. **Your message will go directly to all addresses subscribed to the list.**
 - Messages are limited to 200kb. If you have trouble including an image, take a screenshot of it (on your computer or phone) and paste that in the email.

Tips:

- DO NOT "reply all." Feel free to reply to the individual. Remember to check the "To" field.
- If you subscribe to the Community Foundation of Jackson Hole's nonprofit listserv, when sending an email to both groups, space the time at which you send them—we recommend a full day.
- Email accounts that utilize unusual IT methods may not be eligible.

Contact Membership Coordinator Josie Monnick at josephine@jacksonholechamber.com or (307) 733-3316 with any questions, **allowing 72 hours** for a response.