



Experience Mount Prospect E-Newsletter Submission Rules for Business Deals

The three aspects to Experience Mount Prospect are SHOP, DINE, and ENJOY. Due to increased demand and feedback from readers, there are two E-Newsletters produced by the Village and emailed to our subscription list. To view the Submission Rules for Events, [CLICK HERE](#).

E-NEWSLETTER TYPE	WHAT'S INCLUDED	DEADLINE FOR SUBMISSION	CONTACT	EMAIL SENT (APPROXIMATE DATE)
Community Events (ENJOY)	Festivals, Non-profit community-wide events	10th of each month	Marianthi Thanopoulos	15th of each month
Business Deals & Specials (SHOP & DINE)	Local Business Coupons, Special Deals or Incentives	20th of each month	Nellie Beckner	30th of each month

1. *General Rules for Participation.*

- Businesses, Organizations or Community Events must be located in the Village Mount Prospect (unless otherwise approved by the Village Manager's Office).
- All businesses and community events must comply with the Village of Mount Prospect code of ordinances.
- Experience Mount Prospect is a free service and is not intended, nor should be utilized as, the sole or main advertisement for an event or business.

2. *E-Newsletter Business Participation Classifications. Space in the E-newsletter is limited. Priority placement is given to businesses that help fulfill the mission of Experience Mount Prospect: Shop, Dine, and Enjoy.*

- All submissions will fall into one of three categories. The E-newsletter format adjusts based on the submission category.
 - First Priority: Grand openings and Retail/Restaurant businesses that offer a special deal, coupon or incentive.
 - Second Priority: Personal Service businesses that offer a special deal, coupon or incentive.
 - Third Priority: Home-based or Internet-based Businesses that offer a special deal, coupon or incentive; store-front businesses that do not offer specials for the month.

3. *Submission Requirements. Your submission shall be "print ready" and free from spelling, grammatical, and other errors.*

- Basic information about the business shall be included with each submission: Name, Address, Contact Phone, and Web Site Address.
- Description shall be 100 words or less (generally 1 paragraph). Can be sent as a word document or in the body of an email. **No PDFs!** Submissions over 100 words will be edited at the Village's discretion, based on the submission category.
- One logo, flyer or other image may be submitted in **jpg format, no PDFs!** Size limit of the logo, image or flyer not to exceed 2 MB. Flyers that have small font may not be legible in the E-newsletter as an image. **Your submitted image must be legible when printed at 4 inches wide.** If your flyer is posted on your Web site, we recommend you send a link that we can post in the E-newsletter. *Best practice: ask your graphic designer to incorporate logo within the flyer.*
- All submissions **MUST** include "Experience Mount Prospect E-Newsletter" in the email subject line, which will help prevent your submission from getting missed or sent to spam.

4. *Disclaimer*

- Items may not post in the Business Deals E-newsletter for any of the following reasons:
 - Misdirected email.
 - Submissions received after the deadline.
 - Incomplete submissions or submissions that do not comply with the Rules as stated.
 - Business or organization is in violation of the Mount Prospect Code of Ordinances.
- Items are posted in the E-Newsletters as space permits. The Village reserves the right to modify or omit submissions due to formatting and space constraints. **There is no guarantee that your submission will be included.** If an error occurs, a revised E-Newsletter may not be redistributed. However, proper attention will be given to correct it on the Experience Mount Prospect website: www.experiencemountprospect.org.