



## **Experience Mount Prospect E-Newsletter Submission Rules for SPECIAL EVENTS**

Experience Mount Prospect encourages residents to SHOP, DINE, and ENJOY. Due to increased demand and feedback from readers, there are currently two E-Newsletters produced by the Village and emailed to our subscription list. To view submission rules for Business Deals, [CLICK HERE](#).

<b>E-NEWSLETTER TYPE</b>	<b>WHAT'S INCLUDED</b>	<b>DEADLINE FOR SUBMISSION</b>	<b>CONTACT</b>	<b>EMAIL SENT (APPROXIMATE DATE)</b>
<b>Community Events (ENJOY)</b>	Festivals, Non-profit community-wide events	10th of each month	<a href="#">Marianthi Thanopoulos</a>	Between 15 <sup>th</sup> - 20 <sup>th</sup> of each month (mid-month)
<b>Business Deals &amp; Specials (SHOP &amp; DINE)</b>	Local Business Coupons, Special Deals or Incentives	20th of each month	<a href="#">Nellie Beckner</a>	30th of each month (end of the month)

### **1. General Rules for Participation.**

- a. Businesses, Organizations or Community Events must be located in the Village Mount Prospect (unless otherwise approved by the Village Manager's Office).
- b. All businesses and community events must comply with the Village of Mount Prospect code of ordinances. Submissions from religious entities are acceptable, but apart from the name of the organization, should not include any sectarian references.
- c. Experience Mount Prospect is a free service focusing on promoting Shopping, Dining and Entertainment. A regular, periodic meeting of an organization is NOT a Special Event. A Special Event must be a unique offering. It should not be a continuous advertisement or promotion of the submitting agency.

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

- a. Basic information about the organization shall be included with each submission: Name, Address, Contact Phone, and Web Site Address.
- b. Event details shall be included:
  - i. Specific start date/time and end date/time
  - ii. If the event is weather dependent, please indicate.
  - iii. Registration, Fees, or any other costs should be noted.
  - iv. Any additional requirements needed to participate should be noted. [Examples: Bike riders must have a helmet. Must be 21 or older to participate, etc.]
- c. Description shall be 100 words or less. Can be sent as a word document or within the body of an email. **No PDFs!** Submissions over 100 words will be edited/rejected at the Village's discretion.
- d. 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. *Best practice: Send LINK to PDF or ask your graphic designer to incorporate logo within the flyer.*
- e. 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.

### **3. Disclaimer**

- a. Items may not post in the Event E-newsletter for any of the following reasons:
  - i. Misdirected email.
  - ii. Submissions received after the deadline.
  - iii. Incomplete submissions or submissions that do not comply with the Rules as stated.
  - iv. Business or organization is in violation of the Mount Prospect Code of Ordinances.
- b. 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: [experiencemountprospect.org](http://experiencemountprospect.org).  
Questions? Contact Marianthi Thanopoulos, Public Information Officer, at 847-818-5308 or [email](#).