

## Alameda Connects Enewsletter Policy

One part of Alameda Connects and Alameda Corridor Business Improvement District's mission is to engage businesses and residents along Alameda. We support our members whose work impacts the Alameda corridor. If you have an event or announcement that you would like Alameda Connects to share with our 3000+ subscribers in our newsletter and on social media, please fill out the submission form. Not all submissions will be accepted, and priority will go to current paid members and businesses located within the BID boundaries. Honorary members in the ACBID are provided one post per year upon submission, unless they upgrade to a paid membership.

### Technical details:

- Submissions for the weekly newsletter are due before 6 pm MT on Wednesdays and must come through the submission portal provided on [the website](#).
- If an announcement, post or event is submitted after the deadline, it will go in the following week's newsletter if it is still relevant.
- Submissions will run for two newsletter cycles unless you specify otherwise.
- Images must be in .jpg, or .png format only.
- Please keep submissions to 60 words maximum and provide no more than one link.
- Businesses within the BID, as Honorary Level members of Alameda Connects, are eligible to submit one free posting per year. For additional opportunities, consider upgrading to a paid membership!
- Submissions should be about events, updates, or announcements relevant to the Alameda Corridor community either in the upcoming week or month of the outgoing newsletter.
- Submissions should not include personal announcements (i.e. graduations or award receptions), promotional deals or advertisements, political statements or promotions. Alameda Connects reserves the right to amend or expand this list as needed.
- By submitting to the weekly newsletter, you agree and abide by these statements.

This policy helps staff remain organized and prevents content from getting misplaced. If you submit by other methods (such as by email, paper copy, or verbally) there is a greater chance of the event not being included.

## **Antidiscrimination Policy**

Alameda Connects does not discriminate against any group wishing to submit content on the basis of race, color, religion, creed, national origin, ancestry, sex, age, sexual orientation, physical disability, mental disability, gender identity, gender expression, pregnancy and marital status. Additionally, we reserve the right to reject submissions that discriminate or favor any group based on these protected classes. We reserve the right to edit, modify or reject any submissions for failure to comply with our standards.

If you have any feedback or comments on the ease of this process, please email [acteam@alamedaconnects.org](mailto:acteam@alamedaconnects.org).