



Connect. Lead. Grow.

**Your Chamber Connects**  
*Monthly Membership Mailing*  
ENVELOPE BACK ADVERTISING/INSERT

**Publication**

Your Chamber Connects is sent monthly on the second Thursday to Brainerd Lakes Chamber members and includes information updates important to business leaders in our community.

**Distribution**

This mailing is distributed to the primary contact for all Chamber members. Total distribution: 1,700

**Envelope Back Advertising and Insertion Benefits**

Advertising imprint of envelope back  
- Imprint area is 11"x9"

One insert in envelope each month of outer ad sponsorship  
- Standard size: one-page 8 1/2" x 11"

Up to five business inserts are included in each month's mailing.

**Deadlines and Specifications:**

**Art work for envelope:** Is due to the Chamber and Lakes Printing, by the **15th of the month** prior to its first appearance. The Chamber must approve artwork PRIOR to printing. One-color artwork to be supplied in pdf format to Chamber for approval (see below for additional color charges). Contact Kevin Thesing, Lakes Printing for artwork format specifications and/or design assistance.

**Proof of insert:** Is due to the Chamber Tower office (124 North Sixth Street, Brainerd), by the **first Friday of the month** it is to be inserted. The Chamber must approve all inserts PRIOR to inserting. Unusual insert shapes, sizes and promotional items need to be submitted to the Chamber two weeks prior to deadlines noted below so special handling charges and additional postage can be quoted.

**Delivery of insert:** Inserts (quantity 1,700) need to be delivered to Lakes Printing (1223 Oak Street, Brainerd) by the **first Friday of the month** it is to be inserted.

**Mailing of insert:** Your Chamber Connection **mails the second Thursday** of each month and will be **delivered to members by the third Monday**.

**Cost**

\$425 per month

\$75.00 extra for second color imprint on envelope

- Space is reserved on a first come, first serve basis.
- A cancellation notice is required **30 days** prior to the deadline. Member is responsible for payment if cancellation is not received 30 days prior to the deadline.
- Prepayment is required

Member business: \_\_\_\_\_ Month: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Print name: \_\_\_\_\_

Please e-mail or fax contract back to manderson@explorebrainerdlakes.com or (218) 829-8199.