

### **Classified Ad Rules:**

1. Only current RBGC members in good standing may submit a classified ad.  
Members first and last name must be included in the email
  2. Ad must include your contact information.
  3. Ads will be placed exactly as received, please double check your ad for accuracy before you send.
  4. *One* photo can be submitted with your ad:
    - a. Only one photo per classified ad, *not* one photo per item.
    - b. Multiple items may be included in a “group” photo - individual items should be labeled and correspond to items listed in your ad.
    - c. Photo must be in .jpeg format
    - d. Photo must be attached to your email as a separate item, *not* inserted in your email or imbedded in a Word document.
    - e. Photo must not exceed 9.75 mb.
- If more than one photo is sent, photo not “.jpeg” format or photo not a separate attachment, your *ad will run without the photo!***
5. Ads are placed in current month’s newsletter only and must be resubmitted each month.
  6. Deadline for classified ads is the 20<sup>th</sup> of each month.
  7. All ads must be submitted via email to [newsletter@rbgc.org](mailto:newsletter@rbgc.org) Ads sent to any other email address may not be included in the newsletter.