**ASBO Newsletter Article Submission Guidelines**

Topics for Submission

* Upcoming Events
* Success Stories
* New Assistance Tools
* Technical Updates
* Regulatory Updates
* Stories to Reach the Small Business Community
* Updated Contact Information

Structure and Parameters for Submissions

* Please keep submissions brief -150 words or less
* Suggest a title for the submission
* Include a website link to more information on the topic whenever possible
* Always include a contact name and phone number or email to be included in publication (unless requested otherwise)

***Submissions must be received by the 1st of each month. Send articles to ASBO@epa.gov and copy the chair of Promotional Subcommittee.***

***Thanks!***

Example:

**Environmental Leaders of Maine-Smart Growth through Smart Production**

The Smart Growth Production programis for the next generation of Maine's highest performing, sustainability-oriented businesses. Many businesses began their commitment under the historic STEP-UP program. They are now not only Environmental Leaders in their own right, but also mentor other businesses to become leaders. Join this group and be part of the solution, save money, receive assistance, and network with other Environmental Leaders to further benefit your business.

Achieve environmental and sustainability goals in this three-tier voluntary program with assistance and recognition for your Maine business or organization. Environmental Leaders in this program begin on their pathways towards smart growth through "Start-Up" in Tier One.

For more information go to: <http://www.maine.gov/dep/innovation/elm/>