



# COMMUNICATIONS CHEAT SHEET

- This handy sheet is to guide you on using our **EO Google Group** and our **EO Nashville Rockstars Facebook Page**. If ever in doubt, please ask Sameera, at [Sameera@eonashville.com](mailto:Sameera@eonashville.com).
- **NEVER REPLY ALL.**
- In the case of wanting to “follow” a conversation as you might have interest in it as well — reach out directly to the member who requested the info and ask for the outcome.
- To send an email, it will need to be sent to [eonashville@googlegroups.com](mailto:eonashville@googlegroups.com) and sent from the email address that receives **Google Group** emails.

## THE GOOGLE GROUP

- IS FOR MEMBERS ONLY.
- IS NON SOLICITATION.
- IS FOR NEEDS OR IDEAS.

Please don't use the email as a way to sell your business, services, events, or even non-profit events.

POTENTIAL MESSAGES	GOOGLE GROUP	ROCKSTARS FACEBOOK PAGE	NEVER APPROPRIATE
I'm looking to hire a new key employee that requires these skills...	✓		
I need 4000 sq feet of office space in East Nashville with a loading dock..	✓		
Does anyone know a good neurologist that might be taking new patients?	✓		
I'm considering opening an office overseas, can anyone help with insight?	✓		
Who's interested in this great MyEO activity?	✓		
I'm having an open house cocktail party at my business and would love for you to stop by...		✓	
I'm in need of a new house cleaner...		✓	
I have 2000 sq feet of office space to lease...		✓	
I've got 6 tickets to the Superbowl for face value...		✓	
Anyone want a discount to the BizCo Conference coming this August?		✓	
I have a resume of a longtime friend and experienced HR professional that would be great for your organization. Let me know if I can email you their resume...		✓	
I'm looking for a contact in the marketing department of the Nashville Predators...		✓	
Does anyone know Ronald McDonald, and can get me an intro?		✓	
Let me make you a deal on this late model sedan...			✗
I'm offering a discount on my firm's professional services...			✗
Have you discovered natural oils...			✗



### WHEN SENDING AN EMAIL TO THE GOOGLE GROUP: NEVER REPLY ALL.

ALWAYS put [eonashville@googlegroups.com](mailto:eonashville@googlegroups.com) in the **BCC FIELD**. That way, people will never be able to reply all.

### IF YOU BREAK THE RULES...

We will warn you once. After that you are at risk of being removed.