

EO COMMUNICATIONS Nashville CHEAT SHEET

- This handy sheet is to guide you on using the EO Nashville@googlegroups.com that we've had for many years and the additional one for more personal needs and leads – EO Nashvillepersonal@googlegroups.com. You are also welcome to continue to use the [EO Nashville Rockstars](#) Facebook page.
- **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 EO Nashville@googlegroups.com or EO Nashvillepersonal@googlegroups.com and sent from the email address that receives **Google Group** emails.

BOTH GOOGLE GROUPS

- ARE FOR MEMBERS ONLY.
- ARE NON-SOLICITATION.
- ARE FOR NEEDS AND LEADS.
- THE PERSONAL ONE IS FOR NON-BUSINESS RELATED REQUESTS + RESUMES.

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

POTENTIAL MESSAGES	GOOGLE GROUP	PERSONAL GOOGLE GROUP	NEVER APPROPRIATE
I'm looking to <u>hire</u> a new key employee that requires these skills...	✓		
I <u>need</u> 4000 sq feet of office space in East Nashville with a loading dock...	✓		
Does anyone know Ronald McDonald, and can get me an intro?	✓		
Who's interested in this great MyEO activity?	✓		
I'm considering opening an office overseas, can anyone help with insight?	✓		
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...		✓	
Does anyone know a good neurologist that might be taking new patients?		✓	
Let me make you a deal on this late model sedan...			X
I'm offering a discount on my firm's professional services...			X
Have you discovered natural oils...			X
So allow me to share my political views...			X



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

ALWAYS put 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.