

COMMUNICATIONS **CHEAT SHEET**

This handy sheet is to guide you on using the EONashville@googlegroups.com that we've had for many years and the additional one for more personal needs and leads – EONashvillepersonal@googlegroups.com. You are also welcome to continue to use the [EO Nashville Private Group](#) Facebook page.

GOOGLE GROUP RULES:

1. NEVER REPLY ALL.

2. Always BCC Google Groups addresses to avoid accidental replies.
3. For personal follow-ups, contact the member directly.
4. Send emails only from the address registered with the Google Groups.
5. No Solicitation: Don't use the groups to promote your business, services, or events (including non-profits).
6. Members Only: Only EO Nashville members can post or reply.

GOOGLE GROUP USAGE:

- **EO Nashville Google Group:** For professional needs and leads.
- **EO Nashville Personal Google Group:** For personal requests and resumes.

POTENTIAL MESSAGES	GOOGLE GROUP	PERSONAL GOOGLE GROUP	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 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

IF YOU BREAK THE RULES...

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