

# **COMMUNICATIONS** **CHEAT SHEET**

This handy sheet is to guide you on using the [EONashville@googlegroups.com](mailto:EONashville@googlegroups.com) that we've had for many years and the additional one for more personal needs and leads – [EONashvillepersonal@googlegroups.com](mailto: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.
7. [CLICK HERE](#) if you need the EO staff to make an anonymous request to the list serve on your behalf. Confidential requests are for issues or questions that are deeply personal in nature or might put the member in a compromised position. Our staff will make the request on your behalf and return responses back to you as they come in. Please use this important feature as truly needed and have trust and respect for our team's time to coordinate on your behalf.

## 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 <b>hire</b> a new key employee that requires these skills...	✓		
I <b>need</b> 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.