



Newsletter Submission Guidelines

Members of West Metro Chamber can submit events to be listed under Member News on the weekly newsletter delivered to over 3,000 recipients. The West Metro Chamber reserves the right to disallow event submissions that do not meet online communication best practices.

Deadline to submit events is Thursday at noon prior to the newsletter launch on Monday morning. Information must be sent to Madison MacDonald at madison@westmetrochamber.org.

All events must be submitted in the format below.

FORMAT:

Name of Event

Date, Time, Location

Description: No more than 100 words. There is the opportunity to hyperlink to registration/event info pages and flyers (they must be submitted in PDF format). Please send links and attach PDFs in the email.