



# MEMBER NEWS GUIDELINES

The Chamber publishes [Member News](#) items on our website and in The BEAM as part of our robust membership benefits. Before [submitting your news item](#) for approval, please consider the following guidelines:

- » Organizations must be an active Chamber member to post news items in Member News.
- » Examples of news items include press releases and advisories regarding important updates, organizational and employee achievements, events and more. To post events to our [Community Calendar](#), click [here](#).
- » To maintain equal opportunities for all members, only one news item per organization will be published per week.
- » Text must be submitted either as a Word document or in the body of an email to ensure proper formatting on our website. No PDFs please.
- » The BEAM is published every Thursday at 6 p.m. To ensure your news item is included that week's edition, please submit it no later than noon on Thursday.
- » Member News submissions are subject to review by Chamber staff to ensure above requirements are met.