



Member guidelines to submit hosted or sponsored “Events” for publication on the Chamber web site, and/or for inclusion in the Chamber’s e-newsletter “Announcements”

A. Events CALENDAR

1. Go on the Olney Chamber of Commerce website [Events Calendar](#)
2. Click on “Submit New Event” (next to ‘month/year’ above calendar)
3. Fill in requested information (title, start/end dates & time, description, location, fees or admission, contact information, category)
4. For the Title, choose a brief, easily recognizable name
5. For the description, please write a detailed description to promote your event. This is what will be displayed when someone clicks on your event on the calendar

B. ANNOUNCEMENTS

1. Email a condensed description (2-4 sentences; 500-characters) of the event to chamber@olneymd.org 5 days before requested publication date
2. Include the Title (35-40 characters)
3. Include date, time, location and contact information
4. Include web address (link) to your business or organization
5. If applicable, include web address (link) to site(s) associated with the event (e.g. co-sponsors, ticket sales)
6. To enable access to an event flyer, news release, or participation voucher, you must provide the web address (link). Attachments to your email cannot be published, nor will web access links be created
7. Specify the primary date you want the item published
8. If desired, request additional publication dates, in order of preference
9. You will receive a reply confirming addition to the newsletter

The Chamber has the final decision on items being approved for posting on the Events Calendar and/or in newsletter “Announcements.” An approved “Announcement” will appear on the primary date specified. Requests for additional appearances are honored at the Chamber’s discretion.

E-newsletters are published on Tuesday afternoon.