

## Communication Guidelines for Members

Thank you for taking the time to read these communications and submission guidelines. If you have any questions about the information below, please feel free to contact us at 612-370-9100 or [communications@mplschamber.com](mailto:communications@mplschamber.com).

### e-Newsletter

The Chamber Insider e-newsletter is a way for the chamber to share our work and yours. This weekly newsletter features policy and member news, new member listings, ribbon cuttings, and one or two member benefits. Please find more information about these segments below.

- Member News
  - Member news is submitted to the chamber by our members.
  - News should be timely and could include: the announcement of a new grant, the launch of a new initiative, an award or recognition, or the appointment of a new person to a leadership position.
- Ribbon Cuttings
  - An image and announcements of ribbon cuttings are placed in the newsletter. If you are interested in hosting a ribbon cutting, please contact Brent Pavia at (612) 370-9181 or [bpavia@mplschamber.com](mailto:bpavia@mplschamber.com).
- Member Benefits
  - We feature one or two member-to-member benefit opportunities in each newsletter.

### Website Features

#### Member News

Member news is one of the ways in which the chamber supports our members. Members can submit news in a variety of ways

- The first is by emailing [communications@mplschamber.com](mailto:communications@mplschamber.com).
- Or by sending an email or the submission form the chamber website. We share news submitted by our current members. Non-member submissions are not posted on our website.
- We ask that submitted member news not include information about a sale or special promotion.
  - If you do have a special sale or promotion, e-newsletter banner ads are available for purchase. Please contact the membership team for pricing.

#### Community Calendar

The chamber provides a community calendar on our website for member events. We request that all text is appropriately formatted before submission. Submissions will be published as received. All events will be reviewed by the chamber for content before posting. Submissions can be made in two ways. First by sending an email to [communications@mplschamber.com](mailto:communications@mplschamber.com), or by completing the event submission form [found here](#).

#### Social Media

The chamber has a variety of social media platforms which are used to support the chamber's advocacy efforts and programming. There are opportunities for the chamber to promote our member events, though sometimes limited. The chamber will share member events on our social media channels as our communications schedule allows. We will also share, like, favorite and retweet member events whenever possible.