

## Guest Column Submission Guidelines

Thank you for your interest in writing a guest column for the Rocky River Chamber of Commerce's monthly RiverBiz Newsletter. Below are ideas and suggestions to assure success for your participation.

### Writing guidelines, allow us to make a few suggestions:

- Have a strong point, something readers will want to discuss and share
- Be topical, addressing the question, "Why is it important that I read this now?"
- Provide background information to ensure that readers understand the context and relevance of your topic
- Keep in mind that our readers are looking for "news to use." Include specific suggestions that they can implement, and possibly resources for additional information
- Write in a friendly, conversational voice. Avoid clichés, jargon, and acronyms, and be sure to edit your article to ensure that it is ready to publish.

### Please keep in mind:

- The RRCC does not pay for guest columns.
- If accepted, your column may run in an issue of our monthly newsletter and will be available on our website.
- If accepted, the RRCC reserves the right to edit it for clarity or length.
- The RRCC does not accept columns that directly or indirectly promote or endorse a product or company, either by name or inference; submissions that are topic-focused, not product/service-focused.

**Secure your space!** Contact the Chamber Office to inquire about availability for this opportunity. When confirmed, send the following items to [angela@rockyriverchamber.com](mailto:angela@rockyriverchamber.com) no later than the 3<sup>rd</sup> Monday of the month you are slated to be included in:

- Column [300-350 words]
- Headline [3-8 words] & subhead [10-12 words]
- Contributor's Bio [1-2 short sentences]
- Photo [high-resolution head shot of contributor]
- Full contact information, including: name, title, company name, phone number, email address and company website

Questions? Contact Angela Barth at 440.331.1140 or [angela@rockyriverchamber.com](mailto:angela@rockyriverchamber.com)

## A Community of Opportunity

The Rocky River Chamber of Commerce is an advocate and vital presence in our community, surpassing the Rocky River border. The Chamber strives to support a network of businesses and civic interests, promoting business for its members and nurturing partnerships.

RockyRiverChamber.com

440•331•1140