

# **WELCOME TO THE CHAMBER!**

## **YOUR NEW MEMBER TO DO LIST:**

Please be sure to complete the following tasks as soon as possible!

- FOLLOW OUR SOCIAL MEDIA:** We use these tools to share information that impacts our members, we promote events that effect our community as a whole, and we post reminders about our Chamber events and activities. Engage with us on these platforms to be the first to know what is happening in the chamber, and don't forget to check your email for our e-news! Facebook: <https://www.facebook.com/sequimchamber/> Instagram: [https://www.instagram.com/sequim\\_chamber/](https://www.instagram.com/sequim_chamber/)
  
- LOGO/DESCRIPTION:** Submit a .jpg copy of your logo as well as a short description of your business (300 word max.), by email to [info@sequimchamber.com](mailto:info@sequimchamber.com), **as soon as possible** to be used in the "New Member" announcement section of our monthly newsletter. This is a courtesy to you at no extra cost. The description will also be used in the "About" section of your listing on our website at no extra cost.
  
- RIBBON CUTTING:** Call to schedule a time/date for your Ribbon Cutting if you so choose to have one. This is a great opportunity to get people into your business as well as publicity in our monthly newsletter. Our Chamber Ambassadors, staff and volunteers as well as the general membership will be invited to attend. This service is a courtesy to our entire business community and is a great opportunity for you to showcase what you do and familiarize our community with your operations. Contact [director@sequimchamber.com](mailto:director@sequimchamber.com), schedule ASAP so we can spread the word!
  
- MEMBERSHIP PLAQUE:** Request a membership plaque to display in your business. The plaques are supplied to you at no extra cost, annually, around the time of your renewal. If you do not wish to receive a plaque, please notify us to put you on our "no plaque" list and we will not provide one to you. You can change your mind at any time.
  
- BROCHURES:** Please supply the Visitor Information Center with brochures or rack cards to represent your business. Each membership gets one "rack" space for printed materials. If you need help/guidance on developing such materials, please consult with us as we have many tips/tricks and can refer you to several members who produce high quality results.
  
- CREATE A LOGIN/PASSWORD:** If you have not already done so, please be sure to create a password and login to our Member Information Center (MIC). This is a private, online, member-only portal where you can manage the info we have on file for your membership (including your web-listing). The MIC is where you will make updates, post information to other members; find a membership directory of other members, plus resources that have been uploaded by the Chamber, etc. If you have not received an email with the link to create your password, please request one via email or phone. You can list jobs that will be visible on our website, member to member deals, and connect with your fellow chamber members and the wider business community!
  
- SCHEDULE TO ATTEND THE NEXT LUNCHEON:** Your membership will be announced at our next luncheon. We hold these meetings on the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of every month – check our online events calendar for details and registration links. Please plan to attend, so that we can introduce you. We offer a complimentary luncheon for you and a guest with your new membership. Contact Chamber Staff to get registered for the event. If you cannot make it, we would love to introduce you at a subsequent luncheon.
  
- SUBMIT EVENTS AND ANNOUNCEMENTS:** Submit events to our online events calendar at [www.sequimchamber.com/events/calendar](http://www.sequimchamber.com/events/calendar) which will be shared at no additional cost through our weekly e-news and as time/space permits, our monthly printed newsletter. **DEADLINE FOR THE PRINTED NEWSLETTER IS THE 15<sup>TH</sup> OF THE MONTH PRIOR** and will come out the first Wednesday of the month in the Sequim Gazette. You and the rest of the membership will receive the newsletter via email in digital format. Announcements about your business are welcomed and you can submit those via email. Deadlines for announcements are the same as the deadline for events.

\* Other advertising and networking opportunities are available. Consult your "Chamber Benefits" form. Our Administrative Coordinator is your point person for all information, media, and marketing.

**Contact our staff at [info@sequimchamber.com](mailto:info@sequimchamber.com) 360-683-6197.**