



**DES MOINES
EAST+SOUTH
CHAMBER**

PROMOTING MEMBER EVENTS POLICY

(August 2013)

Qualifications for Promotion.

- The business name you are promoting must be a current year paid member of the Des Moines East and South Chamber of Commerce
- The person making the request must be an employee or authorized representative of the member business
- The event you are promoting is being advertised as an event of your member business;
OR
- Your member business is involved in an event in some way such that your member business name/logo is attached to the event promotions

Promotion Policy.

Our current policy is to promote any Chamber member event in one newsletter and on Facebook and any other social media we might utilize. Events newsletters are published by email on the 1st and 3rd Mondays of each month. The entry consists of 1) the member name, with a link to their website, and 2) a short text description of the event, with a link to a website page relevant to the event. Any information posted to our social media will come from your submission under this policy.

Submission Requirements.

Send an email to: events@dsmeastsouthchamber.org

Include:

- 1) Member business name and event being promoted
- 2) A web link containing information about the event

Deadline for submission is the Wednesday prior to the newsletter in which you would like the event to appear. Submission by any means other than directed in this policy can cause delays and possibly miss the deadline for inclusion in a newsletter.

All submissions will be reviewed for approval by Chamber staff.

Lack of a website link or requests for additional information will require purchasing an advertisement in the newsletter: \$100/month or 12 months for \$1,000