



fallschurchchamber.org

## Share news about your organization with fellow members and visitors to our web site.

It's a great way to promote your business and it's free with your membership!

### How can I submit a press release or news about my organization?

Send your info either in the body of an email or as a word attachment (no PDFs) to [sally@fallschurchchamber.org](mailto:sally@fallschurchchamber.org).

Submissions should...

- be brief, no longer than 150 words
- include contact info/links for more information
- contain links to any articles/websites referenced
- be written in the 3<sup>rd</sup> person
- have photos attached with captions when appropriate

### What kinds of information should I submit?

Here are some examples:

- opening, closing, or moving your location
- special events and promotions (e.g. open house, tours)
- staffing additions/changes
- participation in or support of community events
- support of fundraisers for charitable organizations
- awards and accolades

### Is there anything else I need to do?

Yes. Please check your information carefully ensuring that dates, locations, and names are accurate before sending it in and let us know about any errors you discover so that we can correct them quickly.

Articles will be edited for length and content as needed.