Chamber of Commerce Quick Tips

Bring this questionnaire along when you meet your Chamber representative for the first time. It will help you collect valuable information for future community connections.

# Questionnaire

1. Who is the main contact for members? (Be sure to get their full name, phone, and email address).

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2. What are names and contact information for the President, Vice President, and any important board members?

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3. What modes of communication does the Chamber use to reach its members?
(i.e., mass e-mails, direct mailing, e-newsletters, print newsletter, etc.)

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4. Are there opportunities for your business to publish information about upcoming events through any of these communication channels?

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5. What benefits and opportunities does the Chamber of Commerce offer its members?

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6. Are there Chamber of Commerce networking events?

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7. Can they identify leading arts and literary organizations in the community?

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8. Can you identify any leading non-profit organizations in the community?

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9. What kind of annual events are held in the community?

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10. What are the local print publications and broadcast stations?

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# Tips for Maintaining a Great Relationship with your Chamber

* **Keep in touch** - Respond to emails and letters you receive from your chamber. If you are doing something noteworthy, drop a note to the chamber director. Keep them informed.
* **Ask for ways to get involved** - The chamber will not hound you with suggestions, but if you are at a loss for how to get involved in the community, ask for help and they will most likely have some great ideas as to how you can get involved.
* **Attend membership meetings** - This is a great way to get to know your fellow members and network in the community.
* **Share your ideas** - Chances are your chamber director is always looking for new and innovative ideas for programs – which are ultimately there to serve you and other local businesses. Offer your ideas and suggestions!
* **Attend networking events** - These meetings often involve a small fee. However, you may be able to offset the costs through product or service donations, and most chambers offer some free networking events as well. Take these opportunities to be present and make connections with other businesses in your community.
* **Make the chamber aware of your catering capabilities** – If you’re a restaurant occasionally providing coffee and pastry service at chamber events is a good way to connect and build relationships with fellow community business leaders.