



## South Tampa Chamber of Commerce Communications Liaison System

The purpose of this system is to open the line of communication between the various committees & the Communications Committee, resulting in better relations & information made available to South Tampa Chamber of Commerce Members and also to the Community.

### Submit Calendar Items for Posting\*

**Committee Meetings** (day, time, location)

**Events** (day, time, location, cost, RSVP deadlines, sponsors to list, contact person)

Email complete calendar postings to both [communications@southtampachamber.org](mailto:communications@southtampachamber.org) and [office@southtampachamber.org](mailto:office@southtampachamber.org).

*\*Postings will be made within 5 business days, plan accordingly!*

### Submit Information for eNewsletters

**Monday eNewsletters:** Deadline to submit content for consideration is Wednesday, Noon the week prior. Email content to [communications@southtampachamber.org](mailto:communications@southtampachamber.org).

**Special eBlasts:** A request for a special eBlast must be made at minimum one week in advance of the preferred blast date. Requests and content, if eBlast is approved, should be emailed to [communications@southtampachamber.org](mailto:communications@southtampachamber.org).

### Submit Press Releases

Complete Press Release request form for publication no later than 4 weeks prior to the event (5 weeks preferred), or for a follow-up press release, no later than 2 days afterward. Once form is approved by the Committee's Chair, email the form and any accompanying pictures (with captions) to [communications@southtampachamber.org](mailto:communications@southtampachamber.org). Should there be any special niche publications/medias outside the standard recipients, please provide that information as well. (For example, a nurse focused publication for the Spotlight Awards.) The press release will then be written and/or edited by a member of the Communications Committee within 3 business days. It is then submitted to the President and Executive Director for approval, which requested within 24 hours. Once approved, the Communications Committee sends the press release to the chosen media outlets.

### Monitor Web Content\*

Ensure committee page content is correct and up to date. Provide changes when necessary. Content should be checked for spelling and grammar before sending to [communications@southtampachamber.org](mailto:communications@southtampachamber.org) and [office@southtampachamber.org](mailto:office@southtampachamber.org).

*\*Changes/additions will be posted within 5 business days.*