



# EVENT SUPPORT GUIDELINES

The Chamber proudly supports our members' events including ribbon cuttings, open houses, grand openings, business anniversaries and more.

Before submitting an [Event Support Request Form](#), please review and consider the following guidelines:

- » Official Event Support is available to members at the Accelerate or Lead level (Connect level members can still post on our [Community Calendar](#)). If you are unsure of your membership level or wish to upgrade to Accelerate or Lead, please contact our membership team (see below).
- » To ensure Chamber staff and ambassador availability, please submit the request with at least four weeks of advance notice before the event. Requests with less notice will be assessed on a case-by-case basis.
- » Support is available for Monday through Friday between 8:30 a.m. and 4:30 p.m. The Chamber is not able to accommodate events on Saturdays, Sundays, holidays or dates that overlap with Chamber events.
- » If the Chamber is available at the date and time specified via the form, you will receive a confirmation email with next steps.

## Event Support Services include:

1. Publication on the [Chamber Calendar](#) and [Community Calendar](#)
2. Chamber Ambassador to assist and provide remarks
3. Personal Invitations to all [Greater Madison Chamber Ambassadors](#)
4. Formal scissors and ribbon (*ribbon cuttings only*)

The Chamber can provide a Media List if requested. It is the member's responsibility to contact the media and/or public officials about the event.