



**The Greater Romeo Washington Chamber of Commerce
Community Calendar
*Submission Form***

Date of Event:

Name and Description of Event: - (please attach complete description via email in 'word' format).

Time:

Place:

Contact Name:

Contact Phone:

Website Listing:

Submission Date _____ **Signature:** _____

Email to: contact@rwchamber.com & attach any additional information.

Attn: Community Calendar

Note: The Chamber is not responsible for listings that are not complete or do not provide details such as time, date, address and phone number etc. The Chamber is not responsible for correcting or updating submissions that are missing information or have typographical or grammatical errors. Entries to the Chamber email blast system is reserved for Chamber Members in good standing only and/or affiliates of the Chamber. The Chamber reserves the right to determine eligibility of each submission.

The Chamber may, at it's discretion post non-member activities to the online community calendar such as information from the Local, State, County, other Chambers etc. Calendar/Monday Morning Directors Notes requests must be received by the Chamber office not later than 3:00 PM on Thursday. Due to the high volume of community calendar & member submissions, please allow up to two weeks for your event to be posted to the calendar.

The Chamber reserves the right to approve the eligibility of each community calendar submission & email blast request. The Chamber may condense the content of any submission at our discretion for time, space or content. Your calendar or event submission must be provided in an email format with the ability to 'cut & paste' the information into our template. The Chamber does its best to get your event posted as soon as possible - however due to the volume of requests we receive, please allow up to two weeks for your email blast request or your event to be posted to the calendar. The Community Calendar Submission Form can be found on the Forms and Documents page of the Chamber's website and should be submitted with each request. Community calendar request do not automatically become email blasts, please call or instruct the Chamber if you wish for your event to be included in a combined email blast. Please note that not all Chamber Members participate in the Chamber's email system. The Chamber reserves the right to update, change or cancel the community calendar, it's submission procedures or email blast system without notice.

The Greater Romeo-Washington Chamber of Commerce is a 501 (c) 6 non-profit, nonpartisan and nonsectarian organization. Your charitable contributions assist us in our mission to Promote, Educate and Assist in the growth and success of the business community. The Chamber is solely funded on membership dues and sponsorships. The Chamber is a non-government organization and does not receive revenues from any local, state or federal grants nor does it operate on tax payer funds.

Rev. 11/10/08-jag