

# New Member Checklist



Use this checklist as a guide to help you get the most out of your Chamber Membership

## Connect. Promote.

### Within 3 months

- Login to your Member Portal to manage your directory listing, register for events, and add your community events
- Add the Chamber Member Badge to you website, display your plaque and window cling in your storefront
- Review the Chamber's online business directory for potential business connections and support fellow members
- Attend a Business After Hours and other Chamber events to strengthen your business network
- Strengthen your brand by submitting business news for Membership Matters
- Schedule your ribbon cutting (for new business) and introduce your business / organization to the community
- Offer raffle prizes for Business After Hours to promote products and services to gain marketing exposure

### Within 6 months

- Elevate your directory listing with the "Enhance Your Profile" guide
- Use your Member Portal to view referrals and explore ways to increase awareness
- Make the Chamber an extension of your business or organization
- Consider sponsorship and business opportunities to increase visibility and grow customer base

### Within 12 months

- Review your membership Return on Investment ("ROI")
- Attend the Chamber's Annual Meeting & Community Awards night, and Showcase Bloomington

## Engage. Grow.

### Within 4 months

- Opt-in for Advocacy Matters Newsletter, Young Professionals Bloomington Newsletter, Bloomington Women in Leadership Newsletter, or the Success School Newsletter
- Encourage employees to join Young Professionals Bloomington and Bloomington Women and Leadership to give them opportunities for professional development

### Within 8 months

- Volunteer for one of the Success School programs to help provide real-world learning opportunities for area students to increase academic engagement and excite young people about future careers to help shape tomorrow's workforce for employers in Monroe County