



New Member Chamber Checklist

Within 30 days, commit to:

- Become familiar with our website
 - Check out our Business Directory, Community Calendar & Events, and Groups & Services Tabs.
- Get Social
 - Go to the Chamber's Facebook page and Instagram page follow us. We have two pages on each site including the Grundy County Chamber of Commerce & Industry and the Channahon Minooka Chamber. These pages are a great way to receive information on Chamber news, events, and programs as well as member information.
- Login and update your business information in Chamber Master
 - Make sure all of the information is accurate, including a link to your website, custom keywords to increase search results, any promotional media you have, and list your social media networks.
- Add your representatives to our database
 - Add all of your employees. This allows them to also receive Chamber communications so they can also attend luncheons and networking events. You can do this yourself or email us their contact information.
- Display your membership sticker
 - Studies show that people view Chamber membership as a sign of credibility for a business. When consumers know that a small business is a member of the chamber of commerce, they are 80% more likely to purchase goods or services from the company in the future. The best way to show you are a member is to put your membership sticker on the front door or another prominent place.
- Contact us to schedule a ribbon cutting
 - Ribbon cuttings are open to new members *or* members with a new location, new management, or other milestone.
- Fill out a Business Spotlight form
 - The form will be submitted to the area newspapers oftentimes with a ribbon cutting.

Within 60 days, commit to:

- Register to come to AT LEAST ONE Chamber networking or development event
 - Coffee & Company and connect@4 are great networking opportunities and Lunch & Learns are great opportunities to learn about business practices and the community.
- Stop by the Chamber
 - Meet your Chamber staff and drop off any literature (ex: menus, event flyers, business cards, etc.) that you would like displayed in our in-office Visitor's Centers.
- Login to your Chamber Master account
 - Post an event with your business on the community calendar, post any job openings that you have at your company, or any hot deals you have.
- Remember other Members
 - Check out our Business Directory to see who's available to you for goods and services for your business or personal needs.

- Set goals
 - Are you looking for a specific number of business referrals in the next three months? Are you focused on a set number of new-client meetings before the end of the year? Are you looking for a new business partnership that will expand your product base in the next 3 years? What about all three! Decide exactly what goals you'd like to achieve, and then talk with the Chamber staff to see how we can help.

Within 90 days, commit to:

- Look for potential business connections
 - Check out our online Business Directory. To whom can you potentially refer business?
- Get engaged
 - Support a fellow Member business with a visit or follow up with someone you met at a Chamber function.
- Drop off promotional items to the Chamber office
 - We have a New Business Welcome Program that you can include your marketing materials in. Minimal fees do apply. We also have a New Resident Welcome Program that you can include marketing materials in.
- Encourage your staff to attend a Chamber event
 - Have your staff attend a Luncheon, connect@4 or Coffee & Company.
- Keep in Touch
 - Contact Chamber Staff, a Board Member, or Ambassador with any questions you might have about your membership.

Within 120 days, commit to:

- Share your Chamber experience
 - Refer someone that would benefit from membership.
- Look for additional engagement opportunities
 - Advertise in our newsletter, send out an eblast, or be a sponsor at one of our events.
- Get Involved
 - Host Coffee & Company or connect@4 (spots fill up quickly), volunteer at a chamber event, or ask Chamber staff how you can get more involved.
- Communicate any special accomplishments
 - Let us know what new and exciting things are happening at your business so we can promote your success!
- Remember you are also a member of our community
 - Attend an event hosted by another chamber member, take advantage of a hot deal, or volunteer for a local nonprofit.