

# **Leawood Chamber of Commerce Member Memo Posting Policy**

## **Adopted 06/27/05**

The Member Memo contains announcements and upcoming events around the Leawood area and is faxed Thursday evening and emailed Friday morning.

### ***PURPOSE***

The Member Memo is designed to list activities, events, notices, news worthy updates and other helpful links which are of interest to a wide audience from throughout the community, or those activities and events which serve to promote the area itself. "Community wide" is interpreted to mean that submissions should be of interest to a cross section of individuals, which goes beyond the organization's membership.

While we review each submission on a case-by-case basis, here are the general guidelines we use to determine if an event should be listed in the Leawood Chamber of Commerce Member Memo.

- Important educational or cultural events.
- Meetings involving visiting VIPs.
- Human resources, public policy, international trade, economic development and other events that educate Chamber businesses.
- Events open to the general public.
- Charitable events and fundraisers held by commercial and/or for-profit companies.
- Events held by not-for-profit organizations.
- Community sales held for charity.
- Specific cultural and intellectual event offerings, business resource information, classes and training courses.
- Chamber member businesses or people mentioned in the news.
- No promotions of specific products or prices. (CD specials, loan or mortgage rates; ongoing sporting events, concert or movie prices). Ticket prices and any other advertising-type information will not be accepted. The Chamber offers other advertising opportunities for advertising products and services.
- Cannot post a vague "event" to just get the company name in the Member Memo.
- Private and/or commercial yard sales are not permitted.
- Personal family events, weddings, anniversary and birthday receptions and events, family reunions, etc. will not be accepted.

Events are expected to take place in and around the Leawood, Ks area or involve a wide number of Leawood Chamber participants.

Posting is available to Leawood Chamber of Commerce members, non-profit and public entities provided the posting does not conflict with Leawood Chamber of Commerce products or services.

It is recommended that submissions be made by Wednesday at 5PM. Later submissions can be accepted, but with no guarantee they will be posted in time - updates are done weekly.

Postings will not appear in the Member Memo until approved by The Leawood Chamber of Commerce. The Leawood Chamber of Commerce reserves the right to reject or edit any submission or parts of submissions. Events may be removed solely at the discretion of The Leawood Chamber of Commerce. The Leawood Chamber of Commerce is not responsible in any way for the success of your event.

## **Leawood Chamber of Commerce Member Memo Posting Examples**

### **C H A M B E R   S P O N S O R E D   A C T I V I T I E S**

*Recent examples:*

Member Orientation Hosted by McAuley & Crandall  
Morning Mingling Hosted by Danel Chiropractic and Acupuncture  
A Taste of Leawood Goody Bags

### **M E M B E R   E V E N T S**

*Recent examples:*

The Gallery at Hawthorne Plaza Announces: Art walk tonight  
SAFEHOME'S June Jubilee  
Kansas City Home Care Honors Caregivers, KC Hospice, and Community Care Coalition  
Leawood Chamber Night at the Wizards

### **H E L P F U L   L I N K S**

*Recent examples:*

Johnson County Library - specific business information & classes.  
Links to members offering business training courses.  
*KU Edwards Campus and Johnson County Community College* specific cultural and intellectual event offerings  
Chamber events link  
Chamber member directory link  
Chamber application link

### **E V E N T S   O F   I N T E R E S T**

*Recent examples*

SURVIVING SPOUSE AND FAMILY ENDOWMENT FUND 1<sup>ST</sup> ANNUAL GOLF TOURNAMENT  
"Grandma, Mommie and Me" hosted by The Symphony Women's Association.  
In-depth Forum to Focus on the Importance of Public Policy Involvement for Small Business Owners

### **M E M B E R S   I N   T H E   N E W S**

*Recent examples*

Introducing our new corporate name!!! [www.yourcompany.com](http://www.yourcompany.com)  
The Mutual Fund Store's expansion activities were recently discussed in an article in the Kansas City Business Journal.

### **P A R K S   &   R E C R E A T I O N   H A P P I N I N G S**

*Recent examples*

12<sup>th</sup> Annual Egg Hunt Eggstravaganza!  
Leawood Parks and Recreation Departments are celebrating "National Trails Day"