

# **Greater West Bloomfield Chamber of Commerce**

## **How to Submit Content for a Member Blog Post**

### **Collect your content:**

1. Using a text editor or word processing application of your choice (e.g. Microsoft Office, Google Docs, etc.), create the written content for your Member Blog post. The content should consist of the title and written text and should not include any content potentially copyrighted by third parties.
2. If you wish to submit an image to be included along with the written content, you may do so. However, as with the written content, the images should not include any images potentially copyrighted by third parties. Examples of images that are acceptable include images that are owned by you, images owned by your business/organization that you are using with permission, or images that you have taken with your cell phone.

**Note:** By submitting your content, you agree to accept responsibility for addressing and resolving any/all third party copyright claims related to the content you provide, including any financial liability.

### **When you are ready to submit Your Member Blog Post content:**

1. Save the file with the written content (.doc, .docx, .txt or an equivalent standard format) and the image file (.jpg, .jpeg or .png format) in a convenient location on your PC.
2. Create an email note addressed to Suzanne Levine at [wbloomfieldchamber@gmail.com](mailto:wbloomfieldchamber@gmail.com) titled "Chamber Member Blog Post Submission"
3. In the text of the note, identify yourself and provide the business/organization name associated with your membership along with your telephone number.
4. Attach the files with the written content and image.
5. After carefully reviewing the note and content to ensure it is complete, send the note.

### **Next Steps:**

Suzanne will confirm your Chamber membership, review your note and the attached content files. She will contact you if she has any followup questions before publishing the post.

### **Direct any questions to:**

Suzanne Levine - [wbloomfieldchamber@gmail.com](mailto:wbloomfieldchamber@gmail.com) - 248.626.3636