



Guidelines for Submitting Events and Announcements

- Event postings are free to chamber members
- Non-Chamber members may post an event for \$25. Payment must be received before posting can occur.
- Submission deadline is the Thursday prior to the following week.
- All events will only be posted, at most, 2 weeks out.
- Events submitted far in advance will wait in queue and post at the 2 week out period.

Please create a presentable Word or PDF document with all pertinent information:

- Name of organization (Include clip art or logos)
- Name of event
- Date(s) of event
- Time of event
- Location of event
- Contact information: phone #, email address, website address
- Cost to event
- Send document to info@pacificachamber.com
- Subject line to read: Event Submittal

In the event your event is cancelled, please notify the Chamber so that we may omit it from the newsletter and or our event calendars.

Tips:

If you have social media accounts we recommend adding those icons to your flyers to further your audience reach. The same for your website, add the URL address to your flyers. All this will drive traffic to your outlets.

If you have any questions please feel free to contact via email at: info@pacificachamber.com or call us at 650-355-4122.

Thank you for your cooperation,
Pacifica Chamber of Commerce