Please review the **Arlington Chamber Blog Guidelines** before beginning to draft your post. After carefully reviewing the blog guidelines, please complete and email this form to the Communications Coordinator at [communications@arlingtonchamber.org](mailto:communications@arlingtonchamber.org) for review.

**BLOG TEMPLATE**

PART I – CONCEPTION

1. What is your potential topic?
2. What relevant business topic/industry would this cover?

PART II – DRAFTING

|  |  |
| --- | --- |
| **Suggested Title:** |  |
| **Business Topic/Industry:** |  |
| **Author (Name, Title, Company, Company Website URL):** |  |
| **Summary Sentence:** |  |
| **Body (300-600 words):** | |
|  | |
| **Photo Option(s):** | *Either insert an actual picture(s), copy and paste the picture(s) URL, or explain what you have in mind for an accompanying image.* |
| **Suggested Tags:** | *Tags are simple words or short phrases that you attach to a blog post which describe particular facets of it and help classify posts.* |

PART III – SOCIAL MEDIA

|  |  |
| --- | --- |
| **Suggested Tweets:** | Please provide *at least* two suggestions and keep them under 122 characters to leave room for the link.  1.  2. |
| **Twitter handle:** |  |
| **Suggested Facebook/LinkedIn Company Page posts:** | Please provide *at least* one suggestion and keep it under 350 characters to leave room for the link. |

If you have questions about this section, feel free to contact the Communications Coordinator at [communications@arlingtonchamber.org](mailto:communications@arlingtonchamber.org). Your draft will be reviewed and you will be informed when it is scheduled to be posted on the blog.