

CHAMBER BLOG TEMPLATE



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 for review.

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):	<i>Either insert an actual picture(s), copy and paste the picture(s) URL, or explain what you have in mind for an accompanying image.</i>
Suggested Tags:	<i>Tags are simple words or short phrases that you attach to a blog post which describe particular facets of it and help classify posts.</i>

PART III – SOCIAL MEDIA

Suggested Tweets:	Please provide <i>at least</i> two suggestions and keep them under 122 characters to leave room for the link. <ol style="list-style-type: none">1.2.
Twitter handle:	
Suggested Facebook/LinkedIn Company Page posts:	Please provide <i>at least</i> 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. Your draft will be reviewed and you will be informed when it is scheduled to be posted on the blog.