

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 Manager at [communications@arlingtonchamber.org](mailto:communications@arlingtonchamber.org) for review.

## PART I – CONCEPTION

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

## PART II – DRAFTING

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<b>Suggested Title:</b>	
<b>Business Topic/Industry:</b>	
<b>Author (Name, Title, Company, Company Website URL):</b>	
<b>Summary Sentence:</b>	
<b>Body (300-600 words):</b>	
<b>Photo Option(s):</b>	<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>
<b>Suggested Tags:</b>	<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

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<b>Suggested Tweets:</b>	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"><li>1.</li><li>2.</li></ol>
<b>Twitter handle:</b>	
<b>Suggested Facebook/LinkedIn Company Page posts:</b>	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 Manager 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.