

## New Member Checklist

Welcome to the Colleyville Chamber of Commerce! You are now part of a vibrant chamber that is here to serve and support our members by connecting businesses with the community! Below is a checklist for you to utilize all the tools necessary to make your membership most successful. Similar to a gym membership, half the battle is showing up! Please follow the below list by checking each item off as you go forward. Depending on when you signed up as a member, you may not be in sequential order of the form.

- Sign up and pay membership fees:**
  - You will receive an email invitation to begin the process of managing your online account. These emails sometimes go to the junk folder so you will want to check there first. If not received email, please call us at 817.488.7148!
  - Provide the chamber with other company representatives contact information if applicable, *i.e. marketing managers, business development, public affairs, or store managers.*
- Check your online listing** via [www.ColleyvilleChamber.org](http://www.ColleyvilleChamber.org), to see if it is correct.
  - Familiarize yourself with the website.
- Follow Colleyville Chamber on Social Media  
Get noticed by tagging the Chamber in promotions and events!
  - FACEBOOK: Colleyville Chamber of Commerce
  - INSTAGRAM: CVchamberTX
  - TWITTER: CVchamberTX
- Login into your member portal:**
  - Check the internal calendar, job postings, and hot deals
  - Upload:
    - i. Social media addresses, i.e. Twitter, Facebook, Instagram
    - ii. Logo (High Resolution Logo)
    - iii. Website
- Register and Attend Chamber 101: Held Quarterly –**
  - Chamber 101 is the New Member Orientation. It is a great networking opportunity as well as an educational forum on the chamber. Bring plenty of business cards!
  - Please register at [www.ColleyvilleChamber.org/events](http://www.ColleyvilleChamber.org/events)
- Register and Attend Monthly Luncheon:** First Thursday of the Month. 11:00am-1:00pm.
  - As a new member, you receive a complimentary luncheon and opportunity to speak on stage for a 15-30 second intro!
  - Bring business cards and a door prize for the drawing!
  - Contact [Christina@ColleyvilleChamber.org](mailto:Christina@ColleyvilleChamber.org) to register.
- Host and/or attend a ribbon cutting:** Ribbon Cuttings are usually on Tuesdays or Thursday.
  - This is a great opportunity for networking and exposure to the owners of the business!
- Become a Chamber Investor!** The Chamber provides so many opportunities for promotion and exposure!
  - Set a time to meet with Business Development Director to discuss what combinations of sponsorships is right for you and your business! Contact Christina Mailloux, [Christina@ColleyvilleChamber.org](mailto:Christina@ColleyvilleChamber.org) or 817.488.7148.
- Check out our Networking Groups** online at [www.ColleyvilleChamber.org](http://www.ColleyvilleChamber.org) or see the attached! We have something for all schedules including morning, lunch, afternoon and evening! Some of our networking events are weekly, monthly, and quarterly! We are excited to see you there!