



EVENT ADVERTISING REQUEST

Thank you for selecting the Lewis Clark Valley Chamber of Commerce to help you promote your event. This form must be completed, emailed or faxed in the time frames listed below in order to have your request fulfilled. Typed, electronic submission is preferred sent to events@lcvalleychamber.org

YOUR EVENT INFORMATION

Event Title:	
Event Start Date:	Event Start Time:
Event End Date:	Event End Time:
Event Description (1 sentence maximum for Wednesday weekly e-mail)	
Location Description (please include address):	
Fee Description:	
Contact Name (To be listed in event announcement):	
Contact Phone (To be listed in event announcement):	
Contact E-mail (To be listed in event announcement):	
Website (To be listed in event announcement):	

ADVERTISING INFORMATION

We no longer have a readerboard		
Facebook Message: FREE (MEMBERS ONLY! Chamber staff will broadcast your message on their FB. Limit one per week)	YES <input type="checkbox"/> Broadcast Date:	
Wednesday Weekly Email: FREE (MEMBERS ONLY! \$100 Value, three weeks maximum run, must be submitted one week prior to advertising start date)	YES <input type="checkbox"/> Start Date:	NO <input type="checkbox"/>
Monthly Newsletter Article: FREE (MEMBERS ONLY! \$100 value, typed, proofed article of 400 words or less must be submitted electronically by the 15 th of previous month)	YES <input type="checkbox"/> Month:	NO <input type="checkbox"/>
Monthly Newsletter Insert: \$175 (MEMBERS ONLY!) Full color, proofed 8.5" x 11" flyer must be submitted electronically by the 15 th of previous month)	YES <input type="checkbox"/> Month:	NO <input type="checkbox"/>
Chamber Events Calendar: FREE (\$100 value, must be submitted 1 week prior to advertising start date. Must be an event, not an advertisement)	YES <input type="checkbox"/>	NO <input type="checkbox"/>

I understand that the Chamber of Commerce is not responsible for creating or editing contents of the advertisement submitted by my organization.

Requestor Signature

Date

Chamber Representative

Date