



## **MEMBER MILESTONE REQUEST INFORMATION PACKET**

*Congratulations on your latest Milestone! Our Members Matter, and as an exclusive benefit to all current members, the Enterprise Chamber of Commerce is excited to celebrate the growing success of your business. Member Milestones offer Members the opportunity to spotlight your accomplishments long after the ribbon has been cut.*

### **HOW DO I REQUEST A MEMBER MILESTONE?**

To better serve you and create a successful experience with adequate promotion time, we request that you submit your request in writing **at least 3 weeks** prior the date requested via our Member Milestone Request Form. Member Milestones can be scheduled **Monday through Friday from 8:30 am to 4:30 pm.** (\*Attendance is usually best Tuesday – Thursday, between the hours of 10 am and 2 pm.)

### **WHAT ARE THE BENEFITS OF HOSTING A MEMBER MILESTONE?**

Member Milestones are a great way to celebrate your company's continued success and promote your company's brand. Whether you're celebrating years in service, re-branding, renovations, or a new membership with the Enterprise Chamber of Commerce, we want to share your success story! As a Chamber event, your company will be featured in the following promotions:

- Advertised event through our Enterprise Chamber Facebook page. *\*Our page currently has over 10,000 followers and has reached over 275,000 in the past year.*
- Advertisement in our weekly e-newsletter at least 2 weeks prior to the event date. *\*Current distribution list is over 1,725 subscribers.*
- Free posting to our community calendar on our website at [www.EnterpriseAlabama.com](http://www.EnterpriseAlabama.com). *\*Our webpage had over 30,000 visits in the last year.*
- Chamber will send invitations to local media outlets such as newspaper, radio, and television stations, for opportunity to be featured in their publications and broadcasts (*\*At least one featured photo guaranteed, all other features at discretion of media providers.*)
- Opportunity to publicly thank your patrons for helping you reach your next level of success.
- Opportunity to meet local officials, business and community leaders, and other Chamber members.
- Opportunity to promote your company's longevity, recognize your staff, and promote your products/services to a captive audience and continue to grow your customer base.

### **WHAT ELSE DOES THE CHAMBER DO FOR A MEMBER MILESTONE?**

- Invite the Chamber Board of Directors, local officials, general membership, local media, and area queens and encourage attendance.
- Have a member of the Chamber's team provide opening and congratulatory remarks.
- Stream the event live on the Enterprise Chamber Facebook page and publish so that you can share to your own digital forums.
- Photo package - including candid photographs of event shared to Chamber's social media outlets.
- Provide you with a list of local catering members for refreshments (upon request).
- Bring the signage (as well as the ribbon and scissors if you'd like) to facilitate your Member Milestone!

### **WHAT DO I NEED TO DO FOR MY MEMBER MILESTONE?**

- Complete the Member Milestone request form and return to the Chamber at least 3 weeks prior to date requested.
- Promote your event! Share event from the Chamber's Facebook page to your own social media platforms. Invite guests (customers, family, friends, etc.) by sending personal invitations. (*\*A mailing list of Chamber members can be provided upon request.*)
- Provide all pertinent company information, content, digital graphics, flyer, etc. to the Chamber at least 2 weeks prior to the confirmed event date. The more eye-catching the better! Be sure to include any promotions, tours, entertainment, etc., so guests know what to expect.
- Though not required, light refreshments are a great way to encourage guests to stay and mingle a little longer.



# MEMBER MILESTONE REQUEST FORM

## SECTION ONE: TELL US ABOUT YOUR EVENT

This information will help us to better promote your business and the event.

Company Name: \_\_\_\_\_

Primary Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Contact Telephone: \_\_\_\_\_ Contact E-Mail: \_\_\_\_\_

Event Location Address: \_\_\_\_\_

### Proposed Event Date Options:

Option #1 Date: \_\_\_\_\_ Option #1 Time: \_\_\_\_\_

Option #2 Date: \_\_\_\_\_ Option #2 Time: \_\_\_\_\_

### Purpose for Member Milestone (please select one):

\_\_\_ Anniversary \_\_\_ Renovation of Existing Location \_\_\_ Name Change/Re-Brand \_\_\_ New Ownership \_\_\_ New Member \_\_\_ Other

\*If Other please list reason: \_\_\_\_\_

Do you currently have a business license with the City of Enterprise? \_\_\_ YES \_\_\_ NO

Who will provide company remarks during the Member Milestone Ceremony? \_\_\_\_\_

Do you have any additional company representatives that you would like recognized? \_\_\_ YES \_\_\_ NO

\*If YES, please list names and titles: \_\_\_\_\_

If you have any additional activities or promotions scheduled during event, please describe: \_\_\_\_\_

Please describe your business and provide any additional information that you would like for us to include in promotional advertising for your Member Milestone: \_\_\_\_\_

## SECTION TWO: TELL US WHAT YOU NEED FROM THE CHAMBER (check all that apply)

- Chamber Membership mailing labels - \$15.00
- Chamber Member caterers list
- Local media contacts list

### PLEASE EMAIL, DROP OFF, OR MAIL THIS FORM TO

Enterprise Chamber of Commerce  
PO Box 310577 | 553 Glover Ave, Enterprise, AL 36330  
Phone: (334) 347-0581  
Email: [info@enterprisealabama.com](mailto:info@enterprisealabama.com)

\*A Chamber team member will contact you once your request has been processed. Feel free to contact us with additional questions.

**OFFICE USE ONLY**

Form received: \_\_\_\_\_

Event date: \_\_\_\_\_

Payment received: \_\_\_\_\_

Check/Cash/CC