

# Lenexa Chamber Calendar

## Event Submission Criteria

The Lenexa Chamber of Commerce is pleased to offer and maintain a calendar including both Chamber and Chamber Member events. Lenexa Chamber members are encouraged to submit calendar entries for events such as open houses, receptions, lunch & learns, workshops, seminars, fundraisers, etc.

### Event Submission Criteria

1. You must be a current member of the Lenexa Chamber of Commerce to submit an event to the Calendar.
  - a. For membership information click on the Membership Tab on the top navigation bar or contact the Chamber at 913-888-1414.
2. The Lenexa Chamber of Commerce reserves the right to accept or decline any calendar submission.
3. Approved events will be posted within 2 business days of submission.
4. Chamber members may submit up to 2 events per month.
5. The Chamber may limit the amount of information for an event & will only accept submittals it deems to be in good taste and in keeping with the Chamber's mission.
6. Member events will only be posted on the Chamber's on-line calendar & will not appear in weekly e-blasts or other communications.
7. The Chamber calendar is equal opportunity and non-discriminating.
8. The Chamber does not endorse political candidates.
  - a. It will not list events held primarily for the purpose of promoting particular candidates or events with the primary purpose of campaigning, as determined by the Chamber.
  - b. Non-campaign events that feature current elected officials, such as a town hall meeting, may be considered.
  - c. The Chamber may consider events primarily designed to advance one side of a political issue, as determined by the Chamber, only when supported in its Legislative Platform, which is approved by the Chamber's Board of Directors.
9. The submitting member will be responsible for proofreading the approved calendar entry; the Chamber is not responsible for errors or any losses/inconvenience resulting from errors.
10. An email notification will be sent to the submitter if the event is NOT approved.

### Additional Ways to Promote Your Business

1. Sponsor or host a Lenexa Chamber event. For details click on Sponsorships & Marketing under the Membership Tab.
2. Post promotions & job openings on our Membership Bulletin Board.
3. Attend a variety of Chamber networking events.
4. Place an advertisement for a modest fee in the weekly Chamber e-newsletter.
5. Supply Chamber staff with promotional material to display on our marketing table in the Chamber office.
6. Purchase the Chamber mailing list on labels or CD and conduct a self-mailed promotion.
7. Contact, Director of Communications, Sarah Schooley at [sschooley@lenexa.org](mailto:sschooley@lenexa.org) for additional information on marketing opportunities.