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 for review.

PART I – CONCEPTION

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

PART II – DRAFTING

|  |  |
| --- | --- |
| **Suggested Title:**  |  |
| **Business Topic/Industry:**  |  |
| **Author (Name, Title, Company, Company Website URL):** |  |
| **Summary Sentence:**  |  |
| **Body (300-600 words):** |
|  |
| **Photo Option(s):**  | *Either insert an actual picture(s), copy and paste the picture(s) URL, or explain what you have in mind for an accompanying image.* |
| **Suggested Tags:**  | *Tags are simple words or short phrases that you attach to a blog post which describe particular facets of it and help classify posts.* |

PART III – SOCIAL MEDIA

|  |  |
| --- | --- |
| **Suggested Tweets:**  | Please provide *at least* two suggestions and keep them under 122 characters to leave room for the link.1.2.  |
| **Twitter handle:** |  |
| **Suggested Facebook/LinkedIn Company Page posts:** | Please provide *at least* 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. Your draft will be reviewed and you will be informed when it is scheduled to be posted on the blog.