

## Chamber Member Checklist

	Task	Date	Initials
<b>Membership Application</b>			
<input type="checkbox"/>	Fill out form - <a href="https://esquimaltchamber.ca/join-the-chamber/">https://esquimaltchamber.ca/join-the-chamber/</a>		
<input type="checkbox"/>	Make payment		
<input type="checkbox"/>	Add your renewal date to your calendar		
<input type="checkbox"/>	Choose a member of your team to be your Chamber contact		
<b>Membership Set-Up</b>			
<input type="checkbox"/>	Review your listing - <a href="https://esquimaltchamber.ca/business-directory/">https://esquimaltchamber.ca/business-directory/</a> Email changes to <a href="mailto:admin@esquimaltchamber.ca">admin@esquimaltchamber.ca</a>		
<input type="checkbox"/>	Sign up for a New Member Info Session OR schedule time to watch a pre-recorded session		
<b>Advertising &amp; Promotion</b>			
<input type="checkbox"/>	Drop off any print material to the Chamber office at 103-1249 Esquimalt Road		
<input type="checkbox"/>	SHARE your social media welcome post  Didn't see one? Email <a href="mailto:laurabeth@esquimaltchamber.ca">laurabeth@esquimaltchamber.ca</a>		
<input type="checkbox"/>	Send your Feature Member write up to <a href="mailto:laurabeth@esquimaltchamber.ca">laurabeth@esquimaltchamber.ca</a>  <ul style="list-style-type: none"> <li>✓ Include 1 logo or PNG image file</li> <li>✓ Include 100-200 wds.</li> <li>✓ Include any links (website, social, blog)</li> </ul>		
<input type="checkbox"/>	Schedule a monthly or quarterly update to send to the Chamber		
<input type="checkbox"/>	Decide on any extra paid advertising or sponsorship		
<input type="checkbox"/>	Consider creating a special promotion for Chamber members		

**Esquimalt Chamber of Commerce**

#103-1249 Esquimalt Rd.

Esquimalt, B.C.

V9A 3P2



esquimaltchamber.ca

(250) 590-2125

Events & Networking		
<input type="checkbox"/>	Review the events calendar + sign up for any events	
<input type="checkbox"/>	Consider being an event host - <a href="https://esquimaltchamber.ca/host/">https://esquimaltchamber.ca/host/</a>	
Ambassador Program		
<input type="checkbox"/>	Consider applying to be an Ambassador	
<input type="checkbox"/>	Schedule a time to connect with your assigned Ambassador – <a href="https://esquimaltchamber.ca/etown-ambassadors/">https://esquimaltchamber.ca/etown-ambassadors/</a>	
<input type="checkbox"/>	Identify up to 3 Chamber members you'd like to connect with and share them with your Ambassador	

## Chamber Needs & Goals Worksheet

**My top 3 Chamber goals are:**

- Increase business visibility
- Promote my products & services
- Meet other business leaders
- Build one-on-one connections
- Expand professional knowledge through training and education
- Become more involved with my community
- Advocate for issues I'm passionate about
- Generate more sales
- Offer Group Insurance to employees
- Become an event host
- Provide training to other business leaders
- \_\_\_\_\_
- \_\_\_\_\_

**How will I achieve these goals?** Ex. Set aside 30 minutes each week to engage with the Chamber OR delegate an employee to be a Chamber contact.

---



---



---

Don't go at it alone! Share these goals and action plan with your Ambassador, Chamber Board or Staff. Connect with us at [admin@esquimaltchamber.ca](mailto:admin@esquimaltchamber.ca) or (250) 590-2125