



Member News on the LPCC Website

Does your business have an upcoming event you'd like to announce? Maybe you've just won an award and you'd like to share the good news. Whatever you want to publicize, we want to help you share it with the Lincoln Park community and the thousands of people who visit our website.

To Submit a News Item:

1. Go to the LPCC website at www.lincolnparkchamber.com.
2. Click on the LPCC tab at the top of the page.
3. Click on Member News Submissions on the left-hand navigation panel.
4. The form for member news contributions will appear on your screen.
5. Fill in all contact information, and enter your news item in the space provided.
6. Click on Submit.
7. Your news item has now been submitted to the LPCC website.
8. The announcement will be reviewed for content and posted to the website within two business days.

Examples of Items to be Included in Member News:

- **Special Events:** Provide us with details of your business' special event, such as a trunk show, book signing or fundraising gala that is open to LPCC members.
Sample: On [date], [business] will celebrate the start of summer with storewide savings and a trunk show featuring [item] by [designer], food, drinks and goody bags.
- **Anniversaries:** Is your business celebrating a major anniversary this month? Please share your five-year increment anniversary with us!
Sample: [Business] will celebrate its 20th anniversary in Lincoln Park in January.
- **Relocations, Expansions and Groundbreakings:** Let members know if you've changed addresses, expanded or are opening a new location.
Sample: [Business] will move to a new location at [new address] from [previous address] on [date]. The new store features [detail regarding new location].
- **Awards and Recognition:** Has your business recently received a major award or special recognition? Share your accomplishment with us!
Sample: [Business] recently received [honor] from [name of organization]. [Insert additional details regarding honor/why business received the honor].
- **Press Coverage:** Inform us if your business has been profiled in a major Chicagoland or national publication.
Sample: The Chicago Tribune recently spotlighted [business]. [Insert additional details regarding article].

Guidelines for Member News Submissions

- Only current LPCC members may submit Member News items.
- The maximum length for Member News items is 150 words.
- Items will be published *verbatim*. Therefore, please ensure you have proofed the text you are submitting before providing it to us, including grammar and punctuation.
- In addition to the text you supply, the LPCC will list your business's name, phone number and website address. Therefore, it is required at the time of submission.
- The LPCC maintains editorial privilege and, in some instances, may edit submitted items.
- The LPCC reserves the right to not publish all items submitted.
- The LPCC assumes no responsibility for the accuracy of the Member News items, and cannot be held accountable for any consequences resulting from errors or omissions.

If you have any questions or comments regarding Member News, please contact the Lincoln Park Chamber of Commerce at (773) 880-5200.