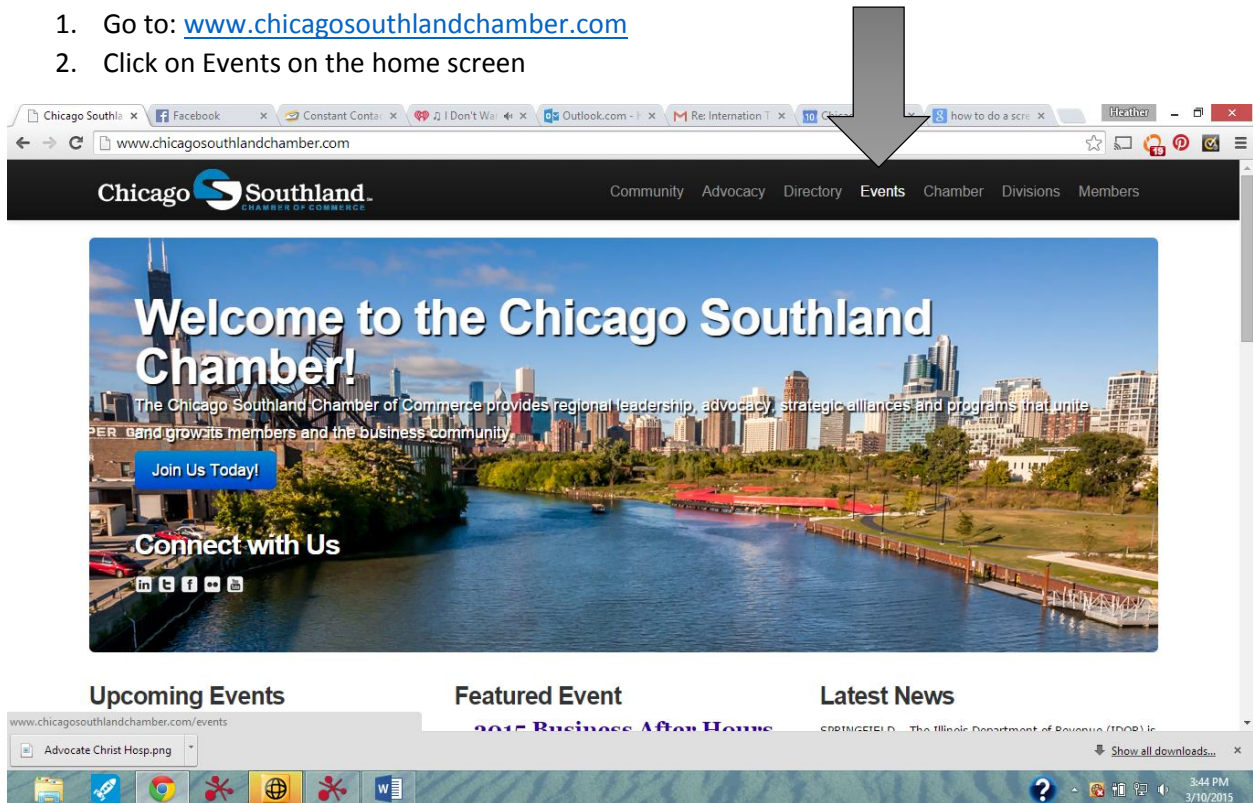
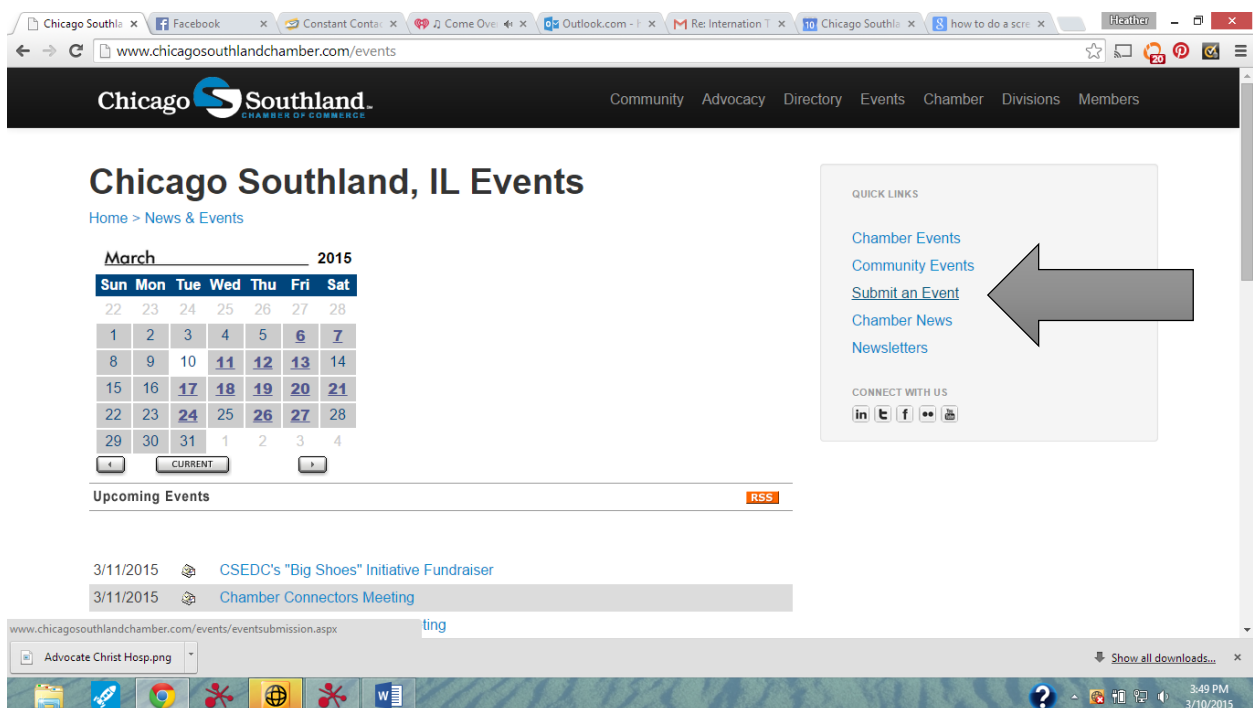


To submit an event through the Chicago Southland Chamber:

1. Go to: [www.chicagosouthlandchamber.com](http://www.chicagosouthlandchamber.com)
2. Click on Events on the home screen



3. Click on: Submit an Event



4. Complete the form with the information regarding the event:

Submit an Event x Facebook x Constant Cont... x Dirt Road / x Outlook.com - x Re: Internation T x Chicago Southla... x how to do a scri... x Heather

www.chicagosouthlandchamber.com/events/eventsubmission.aspx

Chicago Southland CHAMBER OF COMMERCE Community Advocacy Directory Events Chamber Divisions Members

## Submit an Event

Home > News & Events > Submit an Event

Your name

Your Phone Number

Your Email

Event Name

Event Type (choose from list)

Event Start Date (MM/DD/YYYY) 3/10/2015

Event End Date (MM/DD/YYYY) (Should be

www.chicagosouthlandchamber.com/events/eventsubmission.aspx

Advocate Christ Hosp.png Show all downloads...

3:51 PM 3/10/2015

5. At the bottom of the form: Click on Submit Event

Submit an Event x Facebook x Constant Cont... x Dirt Road / x Outlook.com - x Re: Internation T x Chicago Southla... x how to do a scri... x Heather

www.chicagosouthlandchamber.com/events/eventsubmission.aspx

Chicago Southland CHAMBER OF COMMERCE Community Advocacy Directory Events Chamber Divisions Members

Special Registration URL - Enter the full path URL (For example, http://www.website.com)

Overriding Weather Information Link Leave this box blank if you have entered the Zip Code

Overriding Map Link

© 2013 Chicago Southland Chamber of Commerce  
920 West 175th Street Suite 3, Homewood, IL 60430  
T: (708) 957-6950 | Fax: (708) 957-6968 | [cont](#)

www.chicagosouthlandchamber.com/events/eventsubmission.aspx

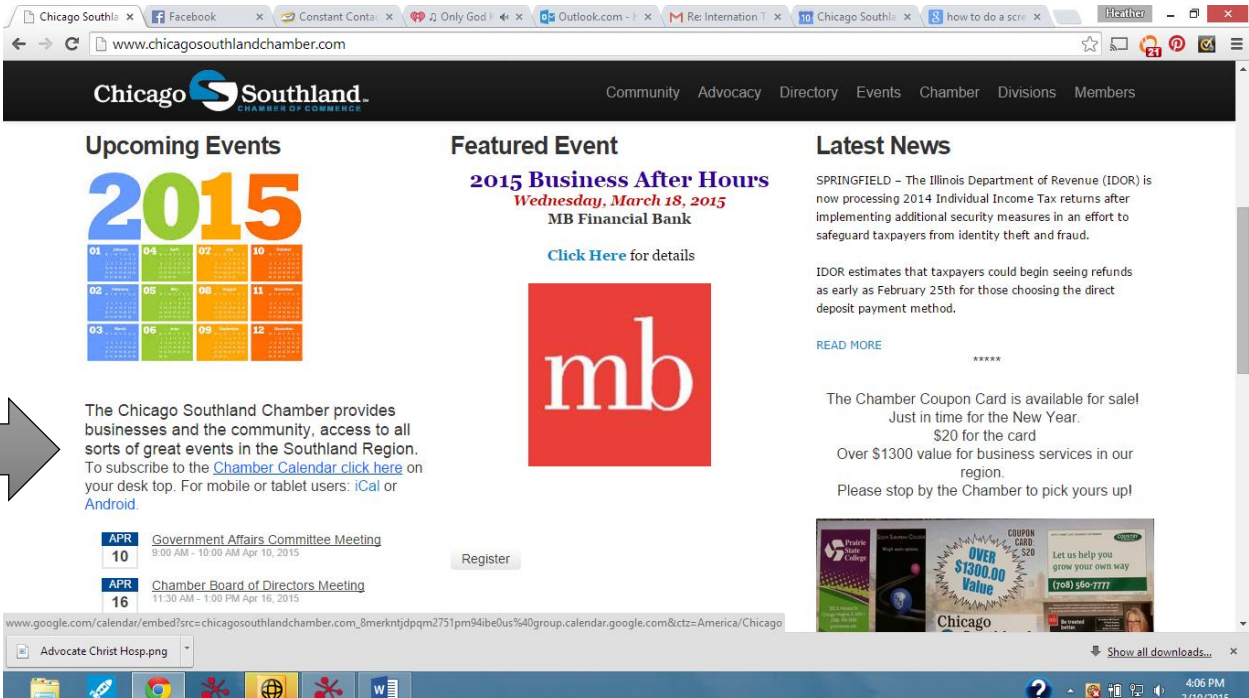
Advocate Christ Hosp.png Show all downloads...

3:53 PM 3/10/2015

6. The event will be validated within 48 hours by the Chamber staff.

7. The event will also be included on the Chicago Southland Chamber GOOGLE Live Calendar that is available for download to the public. It may be synced to other devices.

The Chicago Southland Chamber provides businesses and the community, access to all sorts of great events in the Southland Region. To subscribe to the Chamber GOOGLE Calendar: Go to the Chamber homepage.



The screenshot shows the Chicago Southland Chamber website. The main navigation bar includes links for Community, Advocacy, Directory, Events, Chamber, Divisions, and Members. The page is divided into three main sections: Upcoming Events, Featured Event, and Latest News. The Upcoming Events section features a 2015 calendar grid. The Featured Event section highlights the '2015 Business After Hours' event on Wednesday, March 18, 2015, at MB Financial Bank, with a 'Click Here for details' link. The Latest News section contains articles about IDOR's 2014 tax return processing and a Chamber Coupon Card. A large grey arrow points from the text below to the 'Chamber Calendar click here' link in the Upcoming Events section.

The Chicago Southland Chamber provides businesses and the community, access to all sorts of great events in the Southland Region. To subscribe to the [Chamber Calendar click here](#) on your desk top. For mobile or tablet users: [iCal](#) or [Android](#).

APR 10	Government Affairs Committee Meeting
9:00 AM - 10:00 AM Apr 10, 2015	
APR 16	Chamber Board of Directors Meeting
11:30 AM - 1:00 PM Apr 16, 2015	

Register

Advocate Christ Hosp.png

Show all downloads...

4:06 PM 3/10/2015

8. As an extra benefit to members, *after submitting your event*, you may forward a PDF **and** JPEG version of the flyer to Heather at [heather@chicagosouthlandchamber.com](mailto:heather@chicagosouthlandchamber.com). The flyer will be uploaded to the website. See example below.

The Chicago Women's Conference

Friday, March 13, 2015 8:00 AM - 5:30 PM

South Suburban College  
15800 S. State St.  
South Holland, IL 60473

**Related Links**

[Weather](#)

**SAVE THE DATE!**  
FRIDAY, MARCH 13, 2015  
OUR 7<sup>TH</sup> ANNUAL EVENT  
SPEAKERS, EXHIBITORS AND MUCH MORE!

Any questions, please contact Heather at [heather@chicagosouthlandchamber.com](mailto:heather@chicagosouthlandchamber.com) or call 708.957.6950.