



## Oshkosh Chamber Member Spotlight Guidelines

The Oshkosh Chamber will have 1 Member Spotlight per month. Any and all members can apply to be in the “spotlight” by completing the following steps.

1. Fill out the member spotlight application that will be accessible on the Oshkosh Chamber website.
2. Return the application and any supporting materials to Grace Burdick at [grace@oshkoshchamber.com](mailto:grace@oshkoshchamber.com)
3. Any applications sent in before the 20th of each month will be considered for the next month’s spotlight.
4. Members/businesses can apply every month. If and when they are voted into the “spotlight”, they cannot hold the spotlight again until 6 months have passed.

What is included in the “Member Spotlight”?

### Social Posts–Oshkosh Chamber Facebook and LinkedIn

- Member logo, name, and 3 photos of choice will be posted, a brief summary that is submitted with the application, member will be tagged
- When?
  - 1st of each month (earliest weekday if the 1st falls on a weekend)
  - Last Friday of each month

### E-Blasts–Oshkosh Chamber E-communications list (4000+)

- Member logo, name, and 3 photos of choice will be posted, a brief summary that is submitted with the application
- When?
  - 1st of each month (earliest weekday if the 1st falls on a weekend)
  - Last Friday of each month

### Website–Oshkosh Chamber Homepage

- Member logo, name, and link will be in a pop-up on the Oshkosh Chamber homepage for that month

All applicants collected before the 20th of each month will be voted on by Oshkosh Chamber staff. All applicants will be notified if they have been selected or if they can apply again the next month.



Applications to open on April 1st, 2025–First spotlight will be selected for May 2025



## Oshkosh Chamber Member Spotlight Application

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**Member/Business Name:** \_\_\_\_\_

**Main Contact:** \_\_\_\_\_ **Main Contact Phone:** \_\_\_\_\_

**Main Contact Email:** \_\_\_\_\_ **Date Submitted:** \_\_\_\_\_

**How many Oshkosh Chamber events have you or someone from your business attended/sponsored in the past 3 months? (Approximately)** \_\_\_\_\_

**Please submit along with this application**

1. Hi-Res Logo in a png or jpeg file format
2. Summary of business-less than 200 words
3. Summary of what it means to be an Oshkosh Chamber member and how your business has benefited from becoming/being a member-less than 300 words
4. At least 3 photos that showcase your business-if these are from an Oshkosh Chamber event that would be preferred.

I understand that this application is only valid for the coming month and if not selected we will have to re-apply. For any questions, please contact Marketing & Events Director Grace Burdick at [grace@oshkoshchamber.com](mailto:grace@oshkoshchamber.com)

**Sign Here:** \_\_\_\_\_

**Date:** \_\_\_\_\_