



NEW MEMBER CHECKLIST

IN THE FIRST 30 DAYS

☐ **Log into your Info Hub**

Access your directory listing, billing details, and member tools.

☐ **Complete your directory listing**

Add your business description, hours, and contact information to increase visibility and search results.

☐ **Save key contacts**

Keep Chamber staff contact information handy so you always know who to reach out to.

☐ **Confirm email communications**

Make sure you're receiving the Monday "Serving You" newsletter, please contact us if you are not.

☐ **Follow the Chamber on social media: [Facebook](#), [Instagram](#), [LinkedIn](#)**

Stay informed about events, advocacy efforts, and member opportunities.

☐ **Display your membership decal**

Show customers you are a proud Chamber member. You can get this at a mixer or by visiting the Chamber office!

BUILD YOUR VISIBILITY

☐ **Schedule your complimentary ribbon cutting (email teresa@nbchamber.com)**

We promote your event before and after to help increase awareness.

☐ **Redeem your Herald-Zeitung advertising benefit (email robin.torres@nbtxhz.com)**

Book your complimentary ad package within 45 days of joining.

☐ **Post events to the [Info Hub calendar](#)**

Submit events for free promotion on our website.





NEW MEMBER CHECKLIST

GET CONNECTED

☐ **Attend Chamber 101**

Meet Chamber staff, volunteers, and fellow members.

☐ **Attend a Membership Mixer**

Expand your network in a relaxed, relationship-focused setting.

☐ **Join a committee**

Get involved and help shape the work of the Chamber.

GROW YOUR IMPACT

☐ **Explore sponsorship and advertising opportunities**

Increase exposure through events, digital placements, and promotional opportunities.

☐ **Attend educational and signature events**

Stay informed and engaged in the business community.

☐ **Schedule a membership strategy meeting (email info@nbchamber.com)**

Contact our team to identify the best ways to maximize your membership.

