



# 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](mailto: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](mailto:robin.torres@nbtxhz.com))**

Book your complimentary ad package within 45 days of joining.

**Post events to the [Community Calendar](#)**

Submit events for free promotion on our website.





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## 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](mailto:info@nbchamber.com))**

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

