

## **Houston West Chamber Event Calendar Submission Guidelines**

To maintain the quality and integrity of the Houston West Chamber of Commerce calendar, the following guidelines apply to all member-submitted events:

### **1. Active Membership Required**

Submitting organization must have a **current and active membership** with the Houston West Chamber of Commerce at the time of submission and event date.

### **2. Member-Hosted Events Only**

Events must be hosted or co-hosted by the submitting member organization.

### **3. Registration & Payment**

All event registration and payment must be processed through the member's website or designated platform.

The Chamber does not manage registration, ticketing, or payments for member-submitted events.

### **4. Approval Required**

All submissions are subject to Chamber staff review and approval. The Chamber reserves the right to edit descriptions for clarity, length, or consistency. Approval time for event submission can take up to 48 hours.

### **5. No Conflicts with Chamber Events**

Events may not directly conflict with Houston West Chamber events, major programs, or signature fundraisers.

## **6. Event Limit Per Day**

A maximum of **three (3) member events per calendar day** will be approved.

Events are accepted on a **first-come, first-served** basis.

## **7. Marketing & Promotion**

Calendar approval does not include marketing support. The Houston West Chamber of Commerce is not obligated to promote member-hosted events through email, social media, newsletters, or other communication channels.

## **8. Content Standards**

Events must:

- Be professional in nature
- Align with the Chamber's mission and business community standards
- Not include discriminatory content, or inappropriate material

## **9. Chamber Attendance**

Chamber staff attendance is not guaranteed and is not required for event approval.

## **10. Accuracy & Updates**

All updates, changes, or cancellations must be handled by the hosting organization. The Chamber does not manage event communications and assumes no responsibility for notifying attendees of modifications or cancellations.