NJSWC Member Event Policy

1. Only current, dues-paying Chamber members in good standing may submit events for inclusion.
2. All events must be submitted through the designated process described below.
3. Members are limited to posting one (1) event per month.
4. Events may not be approved if they are scheduled on the same date as a Chamber-hosted event.
5. Events must be indirect line with the member's company and align with the Chamber's mission of supporting women in business. The Chamber reserves the right to decline events that are unlawful, discriminatory, or inconsistent with its standards.
6. Inclusion on the Chamber calendar does not constitute endorsement, sponsorship, or partnership by the Chamber.
7. The submitting member is solely responsible for the accuracy of all event details and for managing registrations, logistics, and communications related to the event.
8. Once submitted and approved, edits are limited. Any material changes, including date, time, or location, must be resubmitted for approval.
9. The Chamber reserves the right to limit the number of events displayed on the calendar at any given time and to organize or prioritize display order in its sole discretion.
10. The Chamber requires time to review events submitted and at this time targets a 15 day review process before an event is posted. This is subject to change at any time.
11. The Chamber may remove any event from the calendar at any time.
12. The Chamber may restrict submissions within a defined window surrounding major Chamber events, even if not on the exact same date.
13. The Chamber calendar is intended for business, professional development, networking, and community-related events. Events that are purely social, private, or personal in nature may not be approved.
14. Events hosted in partnership with non-members or non-member organizations must clearly identify the submitting member, as well as the non-member or organization and their role or purpose. The submitting member remains responsible for ensuring the event complies with these guidelines.
15. Events that are primarily sales-driven, without a meaningful educational, networking, or community component, may be declined.
16. This policy is subject to change, and the Chamber retains the ultimate authority to determine whether a member event may be advertised within the Chamber community.

Member Event Submission Process

Visit our member event page https://njswc.growthzoneapp.com/membereventcalendar and download a member event submission form.

Complete the required information and email the form to info@njwomenschamber.org and include in the “cc” antoinette@amsolomonlaw.com and cecelia@edgeforgrowth.com.

Your information will be reviewed for completeness and adherence to our policies and if approved it will be added to the member calendar.

You can expect the event to appear on the member calendar within approximately 15 business days of submission.

Member Event Submission Form

Submitted events should be those events sponsored by or featuring a chamber member. If a member event conflicts with a key chamber event, the chamber reserves the right not to publish the event.
The chamber will not manage registration or communications for member events.
Events must be in direct line with your business and align with the Chamber's mission of supporting women in business. The Chamber reserves the right to decline events that are unlawful, discriminatory, or inconsistent with its standards. You are solely responsible for the accuracy of all event details and for managing all registrations, logistics, and communications related to the event.
Please review the attached NJSWC Member Event Policy and the complete the information requested below.

Your Name, Title and Business Name:

Name of Your Event:

Event Description:

Sponsoring organization, if it is not your business:

Your role within the organization:

Organization's Mission:

Organizations website:

Event Details:

- Start Time:
- End Time:
- Location Name:
- Location Address:
- Location City & State:
- Zip Code:
- Location Description, if needed:

Price:

Registration Instructions including your Link or Phone Number:

Contact information – name, phone number, email address (who should be contacted with questions about the event):

Please attach your headshot if you would like it included: