



Member Spotlight Submission

Thank you for submitting a Member Spotlight request.

Please complete this form in full to assist the Brisbane North Chamber of Commerce (BNCC) in preparing your member spotlight post and accompanying social media graphic. Providing complete and accurate information will help streamline the review, approval and publication process.

Once completed, please email this form and all supporting assets to: [✉ online@bncc.com.au](mailto:online@bncc.com.au)

PRE SUBMISSION CHECKLIST

- ☐ BNCC Member Directory profile is up to date.
- ☐ Contact details are current.
- ☐ Contact details of person responsible for approval is provided.
- ☐ Correct website and social media links.
- ☐ Any supporting images or promotional materials are attached.
- ☐ This request is submitted at least 2 (two) weeks prior to the preferred publication date.

SPOTLIGHT DETAILS

What would you like the BNCC to spotlight?

(e.g. event, workshop, new service, promotion, business milestone, community initiative)

Preferred publication date:

Is there an event/ campaign deadline?

Is this promotion time sensitive?

- ☐ Yes ☐ No

If yes, please explain: _____

PROMOTION INFORMATION

Provide a short summary that includes:

- What is being promoted?
- Why is it valuable?
- Who is it for?



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KEY DETAILS

Please include all relevant information.

- Date:
- Time:
- Location
 - ☐ Online
 - ☐ In-person

Venue/ Link Information:

- Cost:
- Registration/ Booking Link:
- Contact Person (if applicable):

BNCC MEMBER BENEFITS

Is there anything exclusive to the BNCC members?

- | | |
|---|--|
| ☐ Discount | ☐ Special Offer |
| ☐ Complimentary Attendance | ☐ Limited Slots |
| ☐ Priority Booking | ☐ Other: |

Please explain:

SUPPORTING ASSETS

Please attach where applicable:

- | | |
|--|--|
| ☐ Event Flyer | ☐ Speaker Headshots |
| ☐ Promotional Graphic | ☐ Other |
| ☐ Photos | |

ADDITIONAL NOTES

Any other relevant information you would like to be included: