

APPENDIX A

Chamber Prompt Pack

Ready-to-use prompts for the work chambers do every week. Copy a prompt, replace anything in [brackets] with your own details, and paste it into ChatGPT, Claude, Copilot, or Gemini.

How to get the most from these prompts

Add your context. Paste in an example of your past work, like last month's newsletter, so AI can match your voice.

Let it ask questions. Every prompt ends with "Ask me any questions you need before you start." That one line makes the results much better.

Keep a person in the loop. Review everything before it goes to members, the public, or your board.

Save what works. When a prompt gives you a great result, save it in a project so you can reuse it.

Protect member information. Don't paste member, donor, or sponsor personal details into a personal AI account. Use a business account where the chamber controls the data, and share only what the task needs.

Start here: build your chamber's AI Brain

AI Brain prompt

An AI Brain is a one-page document about your chamber. Save it in a project in your AI tool, and every conversation starts with your context.

"Interview me to create an AI Brain for our chamber. Ask me one question at a time about our mission, our members and community, our programs, events, and member benefits, our voice and tone, our key partners and yearly calendar, and anything you should never do or share. When we're done, write it up as a one-page document I can save and add to my AI projects."

Ten prompts for everyday chamber work

1 Meeting minutes

Turn rough notes or a transcript into clean minutes.

"Here are my notes from today's [board / committee] meeting. Turn them into minutes in this format: date and attendees, approval of prior minutes, motions with who moved and seconded and the result, key discussion points, decisions, and action items with owners and due dates. Keep it factual and neutral. If anything is unclear, list it as a question at the end instead of guessing. Ask me any questions you need before you start."

2 Member newsletter

Draft a newsletter from a few bullet points.

"Write this month's member newsletter for [chamber name]. Our readers are busy small business owners, so keep it warm, short, and easy to read. Include a two-sentence opening, then sections for [upcoming events], [member spotlight], [advocacy update], and [reminders], each with a short headline and two or three sentences. Here's last month's newsletter so you can match our voice: [paste]. Ask me any questions you need before you start."

3 Social media posts

Turn one announcement into posts for each platform.

"Turn this announcement into social media posts: [paste details of the event or news]. Write one post for Facebook, one for LinkedIn, and one for Instagram, each in the right length and tone for that platform. Use a friendly, community-focused voice, include a clear call to action and [registration link], and suggest two or three relevant hashtags. Ask me any questions you need before you start."

4 Membership renewal reminder

Personalize renewal outreach based on a member's involvement.

"Write a membership renewal reminder for [member business name], whose membership renews on [date]. This year they [attended our events / used these benefits / were featured in]. Thank them for being part of the chamber, remind them of the value they received in a sentence or two, and make renewing easy with [renewal link]. Keep it personal and under 150 words, with no pressure. Ask me any questions you need before you start."

5 New member welcome

Welcome a new member and start their first 30 days.

"Write a welcome email for [new member business name], a [type of business] that just joined our chamber. Welcome them warmly, highlight the three benefits most useful for a business like theirs, invite them to [next event], and let them know [staff name] will call within 30 days to check in. Also draft a short newsletter spotlight introducing them to our members. Ask me any questions you need before you start."

6 Ribbon cutting

Plan the details and draft the announcements.

"We're hosting a ribbon cutting for [business name] on [date and time] at [location]. Create a simple checklist for the event, a short announcement for our newsletter and social media, a few talking points for our [president / ambassador] to say at the ceremony, and a thank-you note to send the business afterward. Ask me any questions you need before you start."

7 Legislation summary

Explain a bill or ordinance in plain language for members.

"Here is the text of [bill or ordinance name]: [paste or upload]. Summarize it in plain language for local small business owners. Explain what it would change, who it affects, when it would take effect, and what businesses might need to do. Keep it neutral and factual, and quote the section numbers you're relying on so I can check them. Flag anything you're unsure about. Ask me any questions you need before you start."

Check: verify every detail against the source before sharing, since this one goes to members.

8 Sponsorship proposal

Tailor a sponsorship pitch to a specific business.

"Draft a sponsorship proposal for [business name] to sponsor our [event or program]. They are a [type of business] that cares about [their priorities]. Our sponsorship levels are [paste levels and benefits]. Explain why this partnership fits them, recommend the level that suits them best, and describe the visibility and community impact they'd get. Keep it to one page and professional but warm. Ask me any questions you need before you start."

9 Member survey insights

Turn open-ended survey comments into clear themes.

"Here are the results of our member survey: [paste or upload, with names removed]. Group the open-ended comments into the main themes, show roughly how many responses fall under each theme, and include one or two short example quotes for each. Then tell me what's going well, the top three areas to improve, and any surprises. Ask me any questions you need before you start."

10 Board report

Pull your numbers and updates into a board-ready summary.

"Create a one-page board report for [month]. Here is our data: [membership numbers, renewals, new members, event attendance, revenue, and key updates]. Start with three headline takeaways, then a short section for membership, events, finances, and advocacy, and end with decisions or input we need from the board. Point out any trends compared with last month or last year. Ask me any questions you need before you start."

Check: a person should confirm every number before the report goes to the board.

The five habits prompts from the session

1 Give it context going in

"Write a warm, two-paragraph intro for our chamber newsletter announcing our fall mixer on [date]. Our readers are busy small business owners, so keep it short and easy to read. The goal is to get them to register. Here's last month's intro so you can match our voice. Avoid sounding salesy. Ask me any questions you need before you start."

2 Use it as a thinking partner

"Attendance at our [event] has dropped two years in a row. My idea is to [your idea]. Before you weigh in, ask me questions to understand the situation. Then give me two other ideas and the pros and cons of each, including mine."

3 Stay in control

"Draft a reply to this member's complaint about our event. Give me two versions, one warm and one more formal. Don't promise refunds or commitments. Flag anything that would commit the chamber to an action, so I can decide."

4 Use it every day

"Here are my notes from today's board meeting. Turn them into minutes in our usual format: attendees, motions with who moved and seconded, decisions, and action items with owners and due dates. If anything is unclear, list it as a question at the end instead of guessing."

5 Manage your context

"Summarize everything we've decided in this conversation into a short brief I can save for next time: the goal, key decisions, our voice, and any open items."

Automation prompts: connect, schedule, and hand off

These work once you connect your email, calendar, or files (connectors in Claude, plugins in ChatGPT), and scheduled tasks need a paid plan in most cases. Start with tasks that only read and report, and keep approvals on for anything that sends. Features as of October 2026.

1 Connect it to your tools

"Search my email from last month for every sponsor of our [event]. Make a list with each sponsor's contact and what they sponsored. Then draft a short thank-you note for each one. Don't send anything. I'll review them first."

2 Put it on a schedule

"Every weekday at 7 a.m., look at my calendar and my inbox. Give me a short brief: today's meetings with one line of background on each person, the emails that need a reply from me, and anything due this week."

3 Hand it a whole job

"Here's the registration spreadsheet and the survey results from our [event]. Build a post-event report with attendance compared to last year, the top three things people liked, and the top three things to improve. Then make a two-slide recap we can send to our sponsors. Ask me before you make any assumptions."



Want help putting AI to work at your chamber?

Book a free 20-minute AI Discovery Session at cgtechmavensolutions.com/ccem.

Chrissy George · CG Tech Maven Solutions · chrissy.george@cgtechmavensolutions.com · (314) 568-3996

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