



Thank you for your interest in hosting a Lunch & Learn event with us!

This event provides you with an opportunity to host an educational session in your area of expertise and present to members of the Yellowknife Chamber of Commerce. Lunch & Learns also provide Chamber of Commerce members with an opportunity to network and learn about other local businesses and organizations in our community.

These events are typically held between 12:00pm and 1:00pm at the Yellowknife Chamber office boardroom. Event attendance varies depending on the topic, but you can typically expect 10-20 attendees.

**The Yellowknife Chamber of Commerce provides the following Lunch & Learn service:**

- We charge \$500.00 + GST, which includes the cost of the venue and lunch catering
- This type of event is open to Chamber members and is free of charge for all attendees
- We provide event liability insurance.
- We will create a branded Lunch & Learn invitation for your event. Your approval is required prior to distribution.
- We will distribute the invitation to our membership through our e-blast service (value \$125.00 per e-blast), display it on our website and promote it on our social media pages We encourage you to distribute the invitation to clients, partners, and special guests
- We will take RSVPs, coordinate catering and greet guests when they arrive

**Your business provides the following:**

- Any promotional signs, pamphlets or brochures that you wish to display.
- Any educational materials that compliment your presentation.

This service is designed so you don't have to worry about any of the details! We will work with you to ensure your event goes smoothly.

To book an event, contact our Programs Coordinator at: [Programs@YKChamber.com](mailto:Programs@YKChamber.com) or call: 867-920-4944

I agree to the above parameters and acknowledge the associated fees

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_