**Hosting An Event With Us**

The Yellowknife Chamber of Commerce offers 4 different programs to help you connect and share information with members of the Yellowknife business community.

**We’ll handle the details, so you don’t have to! All our programs are fully customizable.**

Email [**admin@ykchamber.com**](mailto:admin@ykchamber.com)to get started.

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If you’re looking for an opportunity to solicit feedback (consultations) or share information with the Yellowknife business community in a more formal setting, consider hosting a Business Club Luncheon.

Previous events include:

* Mineral Report Release with GNWT
* Small Business Innovation Program Funding with Innovative Solutions Canada
* Yellowknife City Gold Project Update with TerraX Minerals and Investors Group
* Interest Rate Update with Bank of Canada
* Consultations For The Manufacturing Strategy for the NWT with the GNWT
* Economic Diversification Through Arts & Culture with Driving Force
* Mayor’s State Of The City Address with City of Yellowknife

These events are typically held between 12:00pm and 1:30pm and you can expect 40+ attendees.

**The Details:**

* We charge $2500 + GST which includes venue rental costs and AV equipment rentals
* To attract a larger audience, we encourage you to sponsor lunch for all guests. Otherwise, we charge $30/person to cover the cost of lunch
* We have event liability insurance
* You are required to provide a description of your presentation (100-200 words) that we’ll use to market the event
* We will promote the event using our e-blast service, website, social media and personalized invitations. We encourage you to distribute the invitation to clients, partners, and special guests
* We will handle registration, coordinate ticket sales, and greet guests when they arrive
* We will coordinate all event logistics – venue booking, AV, room set-up, food, décor, etc.
* You are required to bring your presentation on a USB
* The Yellowknife Chamber President or designate will provide an introduction and welcoming remarks
* We encourage you to bring promotional material, including signage, brochures, swag, etc.

**Typical Business Club Luncheon Event Order:**

11:30am – Doors Open

12:00pm – Opening Remarks from Yellowknife Chamber representative

12:30pm – Yellowknife Chamber representative will introduce Guest Speaker

12:30pm – Guest Presentation + Q&A

1:30pm – Closing Remarks from Yellowknife Chamber representative

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If you’re looking for an opportunity to share your expertise by doing a presentation to an engaged audience in an informal conversational setting, consider hosting a Lunch & Learn.

Previous events include:

* For Employers: Recent Changes in Workplace Law That You Need To Know with Lawson Lundell
* Social Media and Content Marketing with With Media
* Hiring Foreign Workers with McLennan Ross
* Doing Business With The Government of Canada with the Office of SMEs
* Debt Collection For Businesses with McLennan Ross
* Protecting Your New Technology and Inventions with Field Law
* #MeToo In The Workplace with Dragon Toner Law Office

These events are typically held between 12:00pm and 1:00pm and take place in our boardroom. You can expect 10-20 attendees.

**The Details:**

* We charge $500 + GST which includes lunch for up to 20 attendees
* We have event liability insurance
* You are required to provide a description of your presentation (100-200 words) that we’ll use to market the event
* We will promote the event using our e-blast service, website, social media and personalized invitations. We encourage you to distribute the invitation to clients, partners and special guests
* We will handle registrations and greet guests when they arrive
* We will coordinate all event logistics – AV, room set-up, food, etc.
* You are required to bring your presentation on a USB
* We encourage you to bring any brochures or handouts that you’d like to provide attendees

A dining room table

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If you’re looking for an opportunity to consult with Yellowknife businesses or share your expertise in a virtual setting, consider hosting an On Demand Webinar.

Previous events include:

* COVID-19 Workplace Health & Safety with WSCC
* Updates To Funding Programs with Arctic Energy Alliance
* Canada’s COVID-19 Economic Response Plan with Crowe MacKay LLP
* Content Centric Digital Transformation with RICOH
* Expanding Your Business During COVID-19 with the City of Yellowknife
* Instagram Marketing For Your Business with Kristen Au Marketing
* COVID-19 and Hiring Foreign Workers with IRCC
* Force Majeure with Field Law

This virtual event will take place over Zoom and a tech rehearsal is required the day before. You can typically expect 5-20 attendees, depending on the topic.

**The Details:**

* We charge $350 + GST which includes free registration for up to 100 attendees
* You are required to provide a description of your presentation (100-200 words) that we’ll use to market the event
* We will promote the event using our e-blast service, website, social media and personalized invitations. We encourage you to distribute the invitation to clients, partners and special guests
* We will coordinate registrations and ensure all participants have access to the Zoom meeting
* With your permission, we will record the session and make it available on our website

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If you’re celebrating an anniversary, launching a new product or service, celebrating the recruitment or retirement of staff, or showcasing your new office / storefront, consider hosting a Business After Hours event.

Previous events include:

* Lodge showcase and activities for locals with Blachford Lake Lodge & Wilderness Resort
* Client Appreciation Open House with Stantec Architecture
* Directory Unveiling with Northwestel
* Grow Your China Business in NWT with Alipay with NWT Tourism
* Peru Portraits Reveal with Angela Gzowski Photography
* Open House – NWT BDIC

These events are typically held between 5:00pm to 7:00pm and take place at your business location. You can expect 30-50+ people.

**The Details:**

* We charge $1500 + GST, which includes catering for up to 50 guests
* Catering typically includes a selection of finger foods and appetizers that include vegetarian and gluten free options
* We’ll coordinate the catering logistics, but you must be available to receive the catering delivery and provide a space for set-up
* You are responsible for providing beverages
* If you choose to serve alcohol, we will provide you with the liquor license application and assist you with completing it
* You are responsible for providing a space for beverages to be served. If needed, we will provide bar tending services
* We will promote the event using our e-blast service, website, social media and personalized invitations. We encourage you to distribute the invitation to clients, partners and special guests
* We will coordinate RSVPs and provide you with a full list of attendees
* You must provide a registration table at the entrance of your venue. We will greet guests and track attendance to ensure you are in compliance with occupancy load requirements
* The Yellowknife Chamber President or designate will provide an introduction and welcoming remarks
* We will provide assistance with clean-up and tear down
* Door prizes are optional, but recommended