

CHAMBER BUSINESS *AFTER* HOURS DETAILS & SUGGESTIONS

What is a Business After Hours? Business *After* Hours is a networking event held at a chamber member's place of business designed to provide a relaxed, social setting to help make valuable business contacts, entertain clients, reward employees, spend time with co-workers, and market your business expansion, renovation, new office, special offer, or whatever you choose to spotlight!

Fee to Host The fee to host a Business *After* Hours is \$500 which is to be paid prior to the event.

Your Benefits

- Average audience of 50-100 business professionals at your business
- A set of business cards from all persons attending
- Pre-promotion on Chamber website and Save-the-Dates
- Pre-promotion at Chamber events when applicable
- E-blast sent out to all Chamber members
- Facebook promotion if appropriate

Attracting Attendees Here are several suggested ways to increase attendance...

- Offer a unique experience to learn about your business (guided tour or explanation of products)
- Offer a fantastic door prize. Consider giving a promotional item such as a product or service, which will encourage future business.
- We suggest you review our Chamber member businesses to see who might be your best new prospects. Send them a special invitation to your Business *After* Hours. You can search our member businesses by category or name using our online directory at www.decaturchamber.com or you may use our printed membership directory. Also, do not forget your loyal clients and employees, they are your best promotion!

Door Prizes Consider giving a promotional item such as product or services, which will encourage future business.

Admission Admission is *FREE*

How to Contact Jennifer Oberheim, Events & Sponsorship Coordinator at Jennifer.oberheim@decaturchamber.com or call 217.422.2200.

Please have more than one date in mind.

DETAILS & SUGGESTIONS FOR DAY OF EVENT

Chamber will Provide	Pre-event promotions PA sound system (if needed) Chamber Ambassadors to greet everyone Sign-in table with name tags, pens and tumbler for drawing Emcee to introduce the host
Host to Provide	Door Prize(s) Beverages: Such a wine, beer and non-alcoholic – may be hosted or cash bar Selection of hors d' oeuvres (chamber can supply you with chamber member providers)
Host Speaking Outline	Please be prepared to address the audience and tell them the most important things they need to know about your business This is your chance to shine! Here are some helpful tips: <ul style="list-style-type: none">- Tell how your business started and what makes it unique in the eyes of your customers- Introduce employees who are present- Invite the guests back, perhaps with a special promotional item or coupon if you have them- Draw for the door prize- Thank everyone for attending
Schedule	4:45 p.m. Chamber staff arrives 5:00 p.m. Doors open to guests 5:30 p.m. Chamber President welcome's guests and introduces business representative Business representative to address guests and draw for door prize(s) 6:15 p.m. Chamber staff departs 7:00 p.m. Official end time

Thank you for taking the time to read over our details and suggestions. Let's work together and make your Chamber Business *After* Hours one people will talk about all year!