



## **Chamber of Commerce of Highlands Ranch Women in Networking (WIN) Hosting Criteria**

The Chamber of Commerce of Highlands Ranch has a variety of programs to meet its members' needs. Women in Networking is one of those programs. The Chamber Membership Development Director is responsible for the Women in Networking program. The Chamber hosts a Women in Networking event for women of the Chamber and guests on the first Tuesday of each month from 5:00-7:00 pm.

### **WIN Event Objectives**

WIN events are similar to other Chamber programs in that they are held to:

- Support the mission of the Chamber of Commerce of Highlands Ranch by connecting Chamber businesses with each other, with other resources and opportunities to help them succeed
- Highlight the host, co-host(s) and Chamber members
- Support the growth and success of businesses that serve the Highlands Ranch community

### **Criteria and Application Process to Sponsor a WIN Event**

- Ideally, a business interested in hosting a WIN event should be a Chamber member for a minimum of at least six (6) months prior to submitting an application to host or co-host and have attended at least four (4) WIN events before applying.
- Chamber businesses interested in hosting a WIN event are required to follow the specified application process. The on-line application must be completed and submitted to the Chamber Membership Development Director.
- Only Chamber members in good standing at the time of their event can host or co-host.
- Hosts are not allowed to have non-member businesses share the business spotlight or hosting of events.
- Businesses are permitted to host no more than one WIN event every 13 months.
- The application must be completed entirely and include a detailed description of the WIN event, e.g., is there a theme, will there be door prizes, refreshments, etc. It is essential that the Chamber receives this information a minimum of 60 days prior to the date of the scheduled event in order to post the event information on the Chamber calendar. The more detailed the information about the event, the better the marketing of the event.

### **Event Details**

- WIN events are held on the first Tuesday of each month, with the exception of holidays or multi-Chamber events.
- The standard time for WIN is 5:00 – 7:00 pm.
- We strive to have only one type/category of business represented per quarter. Variety among businesses will encourage attendance and benefit both the host(s) and the Chamber. This is your opportunity to showcase your company to other female business leaders within the Chamber membership.
- A variety of foods such as light finger foods is suggested and a variety of beverages such as wine, beer, water and soft drinks.

- Easy access for Chamber members is key to encouraging attendance. The location must accommodate 50-60 guests comfortably and may not exceed the fire code specifications.
- Non-brick and mortar businesses can be partnered with a brick and mortar business owned by a fellow Chamber member. Chamber members required assistance in identifying a co-host are invited to contact the Chamber for assistance.
- Giveaways are not required; however, they make events fun and provide another opportunity to spotlight a business. Hosts are encouraged to collect door prizes from other Chamber businesses.
- Events with higher attendance typically are a result of a Chamber member's involvement and participation at other Chamber events.
- Consider having a "hook" or a theme. This may increase event attendance. Networking activities promote participation and interaction.
- Hosts (co-hosts) can expect the cost of sponsoring an event to range from \$300 - \$500. Ultimately the host determines the budget.