Business After Hours

**Details**

This is your opportunity to showcase your business to other chamber members and the business community. - make it Great!

The Business After Hours program is one of the chamber’s most highly anticipated and well attended events.

These events are a relationship-building opportunity held in a relaxed setting that benefits your company through added contacts and resources.

Provisions of BAH host and chamber:

The host and chamber agree to provide:

* The host of a Business After Hours must be a current chamber member in good standing at the time the event is booked and at the time it is held.
* The host will provide the chamber with their request form, business logo and promotional information in a timely manner.
* The chamber will send Invitations for the event to the chamber members via email.
* The chamber will market your event on social media prior to the event.
* The chamber staff will take photos during the event and show case them following the event on social media.
* The chamber will provide registration online for the event.
* The chamber staff will provide blank nametags and directional signage as needed.
* The chamber will assist, as needed, in welcoming guests and begin event with opening introductions and announcements.
* The chamber will submit a photo to The Connector with the Index-Journal (we cannot guarantee publication)
* If the host chooses to invite non-chamber members; the invitation must be approved by the chamber staff and include the chamber’s logo and contact information.
* The host will provide food and beverage. Napkins, plates, cups etc. for guests.

Business After Hours is held about once/month (time permitting). These are held at various member business locations and typically have 20-50 guests in attendance. Food, beverages, and door prizes (*optional*) are provided by the host business.

If you feel your business is too small to host an event, consider co-hosting an event with another business member of the Chamber.

For more information Contact the Greenwood SC Chamber of Commerce 864-223-8431.

BAH Time-Line:

* **1-2 month prior:** 
  + Start communicating early on.
  + Provide the Chamber with your preferred date & time. (**See request form**) Experience shows that BAH events planned Tuesday and Thursday evenings 5:30 – 7:00 PM garner the best attendance.
* **3-4 weeks prior:** 
  + Advertising material emailed to the Chamber - such as your logo graphics.
  + ‘Save the Date’ teaser (optional)
  + Flier with all pertinent information regarding your event. If you need assistance with this, please contact your chamber’s communication & marketing staff.
* **1-2 weeks prior** 
  + Confirm the actual time do you want us to be there for setting up. The chamber staff should have access to the event location 30 minutes prior to the event startup time.
  + Determine what introductions or announcements you would like the chamber staff to provide.
* **Day prior to event date:** 
  + Communicate with all involved to avoid last minute mishaps!

Guidelines and Things & Ideas to Think About:

|  |  |
| --- | --- |
| Parking Consider where guests will park their cars. Notify the neighboring business owners of the event so they know to expect an increase of parked cars and even invite them to attend.  Door Prizes • The Business After Hours host may choose to provide 2-3 door prizes to be drawn for at the end of the event. • The Chamber may also have door prizes available or other member businesses may want to contribute.  Food & Beverage You may serve any type of appetizers, small sandwiches, and/or desserts. It is your choice whether you serve water, soft drinks, beer and/or wine. If you serve alcohol, please be sure to offer non-alcoholic beverages as well. To limit drinks per person, provide 1 or 2 beverage tickets per guest as they arrive.  Partnership of business concept. Business network. Partnership of business concept. Business network. business networking event stock pictures, royalty-free photos & imagesIf you plan a cash-bar, be sure to check with the city to have any needed permits. It’s important to have enough food  and beverage  to last the  event. | Room Set-up Ideas • Set up an area to accommodate the expected number of people. • Provide a greeter location and sign-in area near the front door. Chamber staff and Ambassadors will be in attendance to assist you. • Establish a focal point in the room for the opening, welcome and door prize drawing. • Place the food and beverages in a location away from the greeter area so people can move freely. • You may set up a display to feature your business  Suggested Program (15-20 minutes) • Highlight the business (event host(s)). • Introduce host (Chamber Chair, Board member or Diplomat) • Welcome Statement (host) • Highlight host business (host)  Showcase your business Have a special offer of your service to give to attendees. Take a tour of your facility. A demonstration of what you do. Let these guests see your best!  Networking Activity A business card/or name will be drawn from a jar. The business drawn will have 1-2 minutes to talk about their business. Or they have won a door prize. Or another idea?  Keep it casual and relaxed - Allow people to mingle and meet while cards are pulled throughout the evening.  Ending Activities • Host and Chamber staff thanks members for attending |

Logo

Description automatically generated with medium confidence

**110 Phoenix Street, Greenwood SC 29646**

**864-223-8431**

**‘Business After Hours’ Request Form**

Please contact the Chamber of Commerce, Member Services by calling 864-223-8431

Or emailing this completed form to: [jody@greenwoodscchamber.org](mailto:jody@greenwoodscchamber.org)

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

**Contact Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Event Location: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Date Requested\*\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time Requested\*\_\_\_\_\_\_\_\_\_\_\_\_\_**

*\* Subject to Greenwood Chamber of Commerce availability and approval.*

Some Business After Hours are members only and others are open to friends outside the chamber of commerce membership. \*

Some are at the place of the Host’s business and others are a collaborative event.



The Mission of the Program: •To promote the host business or businesses. • To provide networking opportunities for attendees.

• To contribute to the Greenwood Chamber of Commerce objectives of member networking, referrals, information sharing and promoting chamber member businesses.