



BUSINESS AFTER HOURS

Networking Opportunity

- Meet other Chamber Members and community leaders
- Generate potential new business
- Share business information and ideas in a social, informal atmosphere

Tips for Success

- Co-Sponsor partnerships help reduce costs
- Hold at a venue that holds a valid liquor licence
- Invite your employees
- Opportunity to showcase your programs, products & services

Sponsor Responsibilities

- Opportunity to address attendees
- Provide two tables & a PA system
- Provide food and drink

Event Specification

- 3rd Monday each quarter
- 5:00-6:30 p.m.
- Listed on the Chamber's Calendar of events

Sponsors

Main Sponsor _____

Contact Name _____

Email _____

Phone _____

List of All Co-Sponsors

1 _____

2 _____

3 _____

4 _____

5 _____

6 _____

Location of Event _____

Main Sponsor Signature _____ Date _____

Need to Know

- Only Chamber Members can sponsor, co-sponsor, cater or host
- It is the responsibility of the Main Sponsor to act as primary point of contact
- Sponsors must determine all financial responsibilities between themselves

By signing you agree to the terms and responsibilities listed
Contact the Chamber if assistance needed

Business After Hours (BAH) Agreement

Sponsorship:

- You can only sponsor or co-sponsor one BAH per year
- One sponsor should be designated as the Main Sponsor to act as primary contact for the program
- All applications are due by Sunday, November 30th, 2019 at the latest
- The Chamber will notify you in December of the date that you are assigned
- Beverages may be sold for a fee, to be determined at sponsors' discretion

Location & Set Up:

- Chamber Ambassadors will greet people and collect money
- The Chamber will provide name tags, pens, starter cash and a Business After Hours sign with admission amounts
- It is recommended that BAH be held at a place that can accommodate a minimum of 50 people and have ample parking

Admission:

- The Chamber will charge an admission fee of \$5 for members and \$7 for potential members

Door Prizes:

- Ambassadors will conduct drawings
- Members are encouraged to donate door prizes at any BAH. (Consider something seasonal or something that appeals to a wide audience, like gift cards or Chamber Checks)

Marketing:

- The Chamber will promote the upcoming BAH as a full-page insert in the monthly newsletter and on its website
- Sponsors are invited to have business literature, business cards, or a display of products/services available
- Representatives from each sponsoring business will have an opportunity to briefly address the crowd during the event

Consideration for special circumstances not covered in these guidelines will be reviewed on a case by case basis by the Chamber CEO.