

## 2022 Business After Hours (BAH)

**Date:** Held on the 4<sup>th</sup> Monday of each month

**Set Up Time:** 4:00 p.m. - 4:45 p.m.

**Event Time:** 5:00 p.m. - 6:30 p.m.

**Tear Down Time:** 6:30 p.m. - 6:45 p.m.

**Guest Quantity:** Typical attendance is 10-50 individuals

**Space Needs:** Private BAH Area

Sponsors are encouraged to build business connections with BAH attendees. This is a great opportunity to promote your business, its services and recruit new customers/clients.

### **Sponsorship Host/Co-Host responsibilities:**

- Venue Sponsor: provide a check-in table near the entrance
- Venue Sponsor: provide ample parking for guests
- Venue Sponsor: provide an exclusive area specific for BAH where any non-event attendees will not have access
- Venue Sponsor: Provide a cash-bar with bartender (proceeds to your business)
- Coordinate with co-sponsors for any food, drink tickets or other beverages offered
  - The food/drink sponsor(s) will provide payment for food
- All Hosts/Co-Hosts: Following Chamber Team welcome, you are asked to offer a tour or present to the group - this is an opportunity to promote your business, specials, etc.
- All Hosts/Co-Hosts: Provide door prize(s) of your choosing (i.e., swag, gift certificates, drink tickets, etc.)
- Venue Sponsor: post-event cleanup of venue

### **Chamber Team responsibilities:**

- Set up registration table - we bring a tablecloth
- Welcome guests and check them in
- Facilitate a welcome message and introduce and thank sponsors
- Pre and post event promotion
- Recruit venue sponsor and food/drink sponsor(s)
- Door prize drawings for prizes provided by sponsors and/or members