

## 2022 Business After Hours (BAH)

**Date:** Held on the 2<sup>nd</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.

### **Venue sponsorship includes:**

- Provide a check-in table near the entrance
- Provide ample parking for guests
- Provide an exclusive area specific for BAH where any non-event attendees will not have access
- 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
- 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.
- Provide door prize(s) of your choosing (i.e., swag, gift certificates, drink tickets, etc.)
- Post-event cleanup of venue

### **Food/Drink sponsorship includes:**

- Collaborate with co-sponsors for any food, drink tickets or other beverages offered (or cash bar).
- This sponsorship shares the responsibility of food offerings (light snacks, heavy hors d'oeuvres, etc.) and cost related to food provided. (Sponsorship commitment ranges from \$100-\$200, dependent on number of sponsors and food/beverages provided)
- Following Chamber Team welcome, you are asked to present to the group - this is an opportunity to promote your business, specials, etc. (roughly 6pm)
- Provide door prize(s) of your choosing (i.e., swag, gift certificates, drink tickets, etc.)

### **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