



Business After Five Guidelines

Business After Five, (BAF) is a monthly Chamber event that provides an opportunity for Chamber Members to network with a wide variety of business people in an informal atmosphere. Hours for these monthly events are 5:00 - 7:00 p.m. We recommend that your reception be held the third week of your reserved month and that it be held on a Tuesday, Wednesday or Thursday.

Responsibilities of Host:

- To serve as a host or a co-host you must be a Chamber Member in good standing. Businesses may host a joint BAF with other members provided that all parties agree to follow these guidelines.
- The host must select a site for the event. When selecting a site, we ask that you plan on an attendance of 100 people. Some Chamber Members have a facility large enough to accommodate this number. If your facility cannot accommodate 100 people, we ask that you select a restaurant, hotel or other meeting facility for the event. The site you choose must be a Chamber Member in good standing. A list of Chamber Member restaurants, hotels and other meeting facilities is available on request.
- The host will need to provide the following for registration:
 - ~A six or eight-foot table for registration.
 - ~Two chairs and a wastebasket.
 - ~A table or area for display of members' business cards, brochures and Chamber literature.
 - ~A certificate of insurance with coverage limits to be determined by the Chamber, that names the Chamber as an additional insured and includes a minimum host liquor liability.
- The host may provide complementary hors d'oeuvres of their choice. Beverages should also be available on a complimentary basis and should include beer, wine and a non-alcoholic beverage. If you choose, mixed drinks can be provided complimentary. The host may choose to sponsor an alcohol or non-alcohol event. Food and beverage at the event must be provided by Chamber Members in good standing. A list of Chamber member caterers is available upon request.
- To insure adequate promotion of the BAF to the Chamber Membership, the sponsor must provide the Chamber with all the details on the event by the 15th day of the month preceding the BAF date.
- The host may request a complimentary listing of pre-registered attendees following the event.
- In a case where the host wishes to invite their own customers and guests and requests that these individuals not be charged a registration fee, the host will be responsible for paying the Chamber a \$5.00 registration cost (the per person cost for Chamber Members with advanced registrations) for each of the host's customers or guests who attend.

Responsibility of the Chamber:

- Include announcement of the BAF in the monthly Chamber mailing to its membership and/or in a news release.
- Collect registration fees and record all attendees. The BAF registration fee is considered revenue for the Chamber and cannot be used to reimburse the host for costs associated with the event.
- The Chamber will provide name badges for all attendees and provide the host with a complimentary listing of pre-registered attendees following the event. Because of the difficulties in tracking walk-in registrations and no-shows, the listing will include only those Chamber Members who pre-registered for the event.
- Make welcoming announcements, introduction of the host and introduction of new members between 5:45-6:00pm by a Chamber officer, Board member or staff member.

Alternatives:

- The Chamber and/or the host will be responsible for door prizes. The reception host may retain business cards for marketing purposes.
- During welcoming remarks, the host may give a short (1-2 min.) description of the business and introduce staff members.
- A tour of the hosting business' facility may be given.

Fees:

- \$ 5 per person for Chamber Members with advance registration.
- \$ 7 per person for Chamber Members at the door (without advance registration.)
- \$10 per person for Non-Members with advanced registration.
- \$12 per person for Non-Members at the door (without advanced registration).

A signed copy of this form must be received in the Chamber office at least one month prior to the date of your scheduled event.

I understand both the responsibilities of the Chamber of Commerce and our business as the host of a BAF reception. The signature on this form will serve as the confirmation for the event.

Host Representative Signature

Chamber Representative

Host Business Organization

Date

Date of Event: _____