



# BUSINESS AFTER HOURS

## GUIDELINES

Hosting a Business After Hours is one of many promotional opportunities available to members of the Effingham County Chamber of Commerce. It is a business networking event designed to bring members and their guests together in an informal atmosphere.

Business After Hours offers a unique opportunity for exposure of your business and may be held to celebrate a new product, facility, expansion, anniversary or special occasion. It provides an excellent chance for members to learn more about your business.

## The Chamber agrees to

### Provide the Following

- Site visit meeting (60 days prior to event) to discuss layout options
- Personnel for registration at the door
- Name tags at hosts request
- Fishbowl for door prize drawing (if requested)
- A certificate of appreciation and a typed list of attendees for the hosts use (will be provided with in 14 days after event)
- PA system available (if requested)

### Promote the Event

- Bi-weekly Chamber Business email blast (1600 contacts)
- Chamber Electronic Message Board
- Calendar of Events page on the Chamber website
- Calendar of events distributed at the monthly First Friday Luncheon
- Submit to the local media for announcement
- Share a video invite (host created) on Chamber Facebook page

## Host Responsibilities

- Host must be a Chamber member in good standing.
- Recommend scheduling at least 6 months prior to the preferred date for publicity and arrangements to be handled efficiently. If scheduled less than 6 months before the event, additional fees may apply.
- Hosting fee of \$250 is required to be paid in full at the time of application to guarantee After Hours date.
- Host location must have adequate space to accommodate a minimum of 50 attendees.
- Host is encouraged to advertise their event and to invite clients, guests, and Chamber members by personal invitation, phone call, or text.
- Host is encouraged to use caterers or restaurants who are Chamber members in good standing (a list will be provided).
- Host should plan to provide hors d'oeuvres (can be as simple or elaborate as you choose) and non-alcoholic beverages (soda, tea, etc.) at no charge. Alcohol may be offered but not sold to conform with local liquor ordinances. If alcohol is served, the host must provide proof of adequate host liquor coverage for the event.
- Must provide a minimum of one door prize valued at \$25.
- Host may elect to display or exhibit products/services, provide tours or give a short speech during the event (time and personnel will be determined at the site visit meeting).
- Host provides a special flyer for a dedicated email for a fee of \$150 (the Chamber can assist with size requirements). Host may choose to do their own mailing to Chamber members and invited guests. The Chamber will provide a set of membership mailing labels at no charge (the Chamber can provide samples of flyers, postcards, invitations, etc.). The Chamber Bulk Permit can be used, call the Chamber for more information.
- Host should provide a registration area at the entrance.
- The Chamber will work with the host to determine the appropriate event hours.
- In the event that weather requires the Chamber to cancel your event, you will receive a FULL refund and a guaranteed placement for the next year.
- Host may partner with other companies to host their Business After Hours event.

## How do I schedule this event?

Please call the Chamber at (217) 342-4147. A Chamber representative will be able to assist you in setting a date.