

BUSINESS AFTER HOURS

application

BUSINESS NAME: _____

CONTACT PERSON: _____ **PHONE #:** _____

DATE REQUESTED: _____ **TIME:** _____

EVENT LOCATION: _____ **SQ FT:** _____

List any special activities or drawings that will happen during the event: _____

We agree to the following:

- ☐ Host fee of \$250
- ☐ BAH host requirements (refer to BAH guidelines)
- ☐ Application & hosting fee must be paid to secure your BAH date.
- ☐ A three-month notice is required to receive a refund should you need to cancel.

We would like the Chamber to provide:

- ☐ PA system
- ☐ Name tags
- ☐ Fish bowl for door prize drawing

We would like to purchase the following:

- ☐ Dedicated e-blast (included in BAH fee)
- ☐ Video invite shared on the Chamber's social media (included in BAH fee)
- ☐ Membership mailing labels (included in BAH fee)
- ☐ Network Magazine ad (quarterly publication months TBD - rate based on ad size)
- ☐ Banner ad on the Chamber website & bi-weekly e-blasts (728px x 200px - \$100)

Please return application by email to Michelle Markham or mail to:

Effingham County Chamber
PO Box 643; 903 N Keller Drive
Effingham, IL 62401

Checks made payable to:

Effingham County Chamber

Invoices will be created for credit card payments.

Signature: _____

Date: _____



EFFINGHAM COUNTY

CHAMBER

CONTACT MICHELLE MARKHAM

MMARKHAM@EFFINGHAMCOUNTYCHAMBER.COM
(217) 342-4147

The company hosting BAH must ensure their insurance includes host liquor liability. If covered, there's no extra cost. A Certificate of Host Liquor Liability must be provided to the Chamber. For questions, contact Chris Tingley at Tingley Insurance Agency: (217) 342-3637.

BUSINESS AFTER HOURS

guidelines

Business After Hours is one of the Chamber's most popular networking events—offering a relaxed, social setting to make meaningful business connections.

Thinking about hosting? It's a great way to spotlight your business, whether you're launching something new, celebrating a big milestone, or just looking to connect with the local business community.

Give fellow Chamber members a behind-the-scenes look at what you do and why it matters!

host responsibilities

Must be a Chamber member in good standing.

Schedule at least 6 months in advance for best promotion.

A \$250 hosting fee is due with the application to reserve your date.

Venue must accommodate at least 50 attendees.

Promote your event by inviting clients, guests, and Chamber members.

Use Chamber-member caterers when possible (list provided).

Provide complimentary appetizers and non-alcoholic drinks; alcohol may be served (not sold) with proof of host liquor coverage.

Provide at least one door prize valued at \$25.

A registration area should be set up at the entrance.

Event hours will be coordinated with the Chamber.

Optional: showcase your business through displays, tours, or a short speech (TBD at site visit).

the chamber agrees to

PROVIDE THE FOLLOWING

- Site visit 60 days prior to plan layout
- Staff for registration
- Name tags
- Door prize fishbowl
- PA system
- Attendee list (within 14 days)

PROMOTE THE EVENT

- Bi-weekly email blast
- Social media
- Electronic sign
- Texting program
- Website event calendar
- Printed calendar shared at events

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