

Brevard/Transylvania Chamber of Commerce Business After Hours Guidelines

Business After Hours is a Chamber program designed to provide a networking opportunity for members in a relaxed social atmosphere. It is particularly effective in allowing new or prospective members to interact with existing members. For the host, it is an incredible way for them to show members their facilities and to promote their services to the attendees.

Hosting of a Business After Hours event is limited to Chamber members. In an effort to provide opportunity to all members, it may not be hosted in consecutive years. Reservations are opened on a first come, first served basis in the prior year. At that time, we ask for three preferred dates so we can accommodate as many members as possible. Once we have reviewed all submissions we confirm an official date with each host.

The following guidelines will assist in the understanding of the host and Chamber staff roles with the event.

- **Business After Hours Basics:**
 - It is the second Tuesday of the month, from 5:30-7:00 pm. The first 30 minutes is for arrivals and networking. At approximately 6:00 pm, the Director or Board President will hold a 15-minute business meeting at 6:00 to introduce the host, recognize guests and members, and give the host an opportunity to promote their establishment. Door prizes will then be awarded.
 - The host is encouraged to display business materials and/or conduct tours. Tours should occur before or after the 6:00 pm business meeting.

- **The host is responsible for:**
 - Providing covered event space and nearby parking for at least 100 individuals. Members without the facilities or parking are encouraged to co-host with a member who does have space or to host a Coffee Connections, which takes place at the Chamber. If an outdoor setting is planned, backup arrangements is required in case of inclement weather.
 - Delivering a reception including substantial food and beverage. If the host serves alcoholic beverages, non-alcoholic beverages must also be available as well.
 - Offering a door prize.
 - Providing a table or counter, along with a trash receptacle, for registration.

- **The Chamber is responsible for:**
 - Publicizing the event via an eblast, weekly enews, and with other available opportunities.
 - Managing attendance and keeping the host informed of the anticipated number of guests. Typical attendance is from 75 to more than 100 members. If 100 attendees register the host will be given the opportunity to accept more guests if desired.
 - Maintaining a registration table, which includes providing all sign-in material, collecting door prizes, collecting door prize entries, as well as welcoming and covering any helpful basic information regarding the facilities (bathrooms, areas to check out, etc.).

A cancellation fee of \$500 will be charged if less than a 60-day cancellation notice is provided by the host.

If you are interested in hosting a Business After Hours, complete the below information. Your signature confirms agreement to the above terms and standards. Contact the Member Services Coordinator at 883-3700 with any additional inquiries.

Please list your three preferred months for hosting in order of preference:

1. _____ **2.** _____ **3.** _____

Business Name: _____

Contact Name: _____

Phone: _____

Email: _____

Event Location: _____

Capacity (covered): _____

Sponsor Signature: _____

Today's Date: _____