



Hosting a Business After Hours event is an excellent way to showcase your facilities and services to Little River Chamber of Commerce members and prospective members. It's also a great way to receive some additional marketing and promotion of your business via the chamber, get exposure in the community or for newly remodeled or expanded businesses, unveil updates, and it sends a clear message to other local businesses that you are invested in the community.

Your responsibility as the host is to:

- Email the chamber your logo and a paragraph about your businesses to be included in a press release, or, submit your own News Release.
- Update your Business Directory listing as we will be linking to your listing in anticipation of this event.
- Host your event at your indoor and/or outdoor facility.
- Offer hors d'oeuvres and beverages, *at no charge to the guests*; You may limit complimentary alcoholic beverages by using drink tickets.
- Provide the chamber with a registration table & waste basket near your entrance.
- Music and/or entertainment are at your discretion.
- You are encouraged to provide a door prize(s) for guests
- Welcome your guests and be prepared to tell us about your business.

IF YOU ARE PLANNING TO HAVE A CO-SPONSOR THEY MUST BE A LITTLE RIVER CHAMBER OF COMMERCE MEMBER. CONTACT THE CHAMBER FOR APPROVAL.

The invitation for your Business After Hours event will be published in the Chamber newsletters, listed on the event calendar on littleriverchamber.org, promoted on social media, and will be sent via email to all Little River Chamber members, as applicable.

The Little River Chamber's staff will handle the registration areas to welcome the guests and provide them with nametags. We will also collect business cards at the registration table for door prizes.

We will be glad to discuss any of the details of the event, and if you have any questions please feel free to contact me. Phone: (843) 249.6604, Fax: (843) 249.9788, E-mail: info@littleriverchamber.org

Thank you again for your commitment to the Little River Chamber of Commerce & Visitors Center.



**Little River Chamber of Commerce & Visitors Center
BUSINESS AFTER HOURS HOST CONTRACT**

Name of Host: _____

Contact: _____

Phone: _____

Email Address: _____

Address of Event _____

Date of Event: Tuesday, _____

Time of Event: 5:30 p.m. – 7:00 p.m.

Host Responsibilities:

- Return signed contract
- Email an “about us” paragraph or submit News Release
- Email camera ready logo (jpg)
- Update Business Directory listing
- Provide indoor and/or outdoor facility for event
- Provide check-in area/table & waste basket for guest check-in
- Serve Hors d’oeuvres and Beverages
- Provide door prizes or giveaways (encouraged, but optional)
- Introduction of your key staff at event

Little River Chamber of Commerce & Visitors Center Responsibilities:

- Promote the event in newsletters, via email, on social media, et cetera, as needed
- Staff registration tables at event
- Provide business cards collected at the event
- Photography services, when available

_____ Date: _____
Host (Sign & Print)

Host Business _____ BAH Date: _____

Please return signed contract to:
Mail: Little River Chamber of Commerce & Visitors Center
PO Box 400
Little River, SC 29566
Fax: (843) 249.9788
Email: info@LittleRiverChamber.org