

San Rafael Chamber

GENERAL INFORMATION

Business After 5 Networking+ will be sponsored/hosted by a Chamber member business and an application must be submitted for approval.

A \$500.00 fee is required to secure date.

Venue must allow for a minimum capacity of at least 100 people, as well as provide ample parking. October Mixers are for an additional New Teacher Welcome and December Mixers are for a Volunteer Recognition. Venues to host October and December Mixers must be able to accommodate at least 200 people. If the sponsor/host's place of business does not allow the minimum capacity requirement the sponsor may obtain another facility. Business After 5 Networking may be co-hosted by two or more members. Co-hosted events must receive prior approval by Chamber.

If Chamber Mixer Hosts want to provide a no-host bar, please ensure that you have a permit to sell alcohol or inform the Chamber to purchase a temporary ABC license that provides alcoholic beverage control for the attendees. You do not need an ABC license if you are providing complimentary alcoholic beverages.

Business After 5 Networking events are generally held on the second Wednesday of the month. If the second Wednesday falls on a holiday, Chamber staff will coordinate with the host to schedule an appropriate alternative date. Event time is from 5:00 to 7:00 p.m with the announcements generally at 6:00pm.

Several times a year, typically every other month or so, and depending on location, the Chamber provides a New Member Briefing to all New Members starting at 4:00pm, prior to the actual Mixer. Nothing additional is required but a space within the venue that will allow at least 15-30 people to stand in a circle for a brief Orientation and Greet and Meet with each other. The Host Member is not involved.

Complimentary admission for members and \$20 for non-members. All monies collected from admission will benefit the Chamber.

HOST FIRM WILL PROVIDE:

1. A logo and a short paragraph describing your business to be included in the event flyer, produced by SRCC staff. Please email this information to jwebster@SRChamber.com.
2. Beverages including beer and wine, and ample hors d'oeuvres for a minimum of 100 people. Ample food and beverage for October and December venues for a minimum of 200 guests. A sit-down layout is discouraged, as the circulation of guests is important. The Chamber also asks that Chamber member catering services be used. Attached you will find a list of our participating Caterers.
3. 3 door prizes, with a \$25 minimum each. They may be donations from your business or you may use other Chamber members. A business card drawing will begin after 6:00p.m. and will be conducted by Chamber leadership and staff. The Chamber will keep the cards for scanning purposes and then direct scanned cards to Host Member on the following day.

4. Two 8qcheck in tables with four chairs and two wastebaskets.
5. A large garbage can and several trash receptacles for food and beverage container disposal.
6. Clean-up following the event.
7. Will complete and sign attached application and remit \$500.00

CHAMBER STAFF RESPONSIBILITIES

1. Promotional Flyer will be created by Chamber staff with input from host. Flyer will be included in the monthly E-Vents, which is distributed to 700+ members and be posted on the Chamber website. This flyer is also advertised and distributed at other Chamber events.
2. Will coordinate the delivery of supplies, including upcoming event flyers, registration supplies, Leaders Circle signage, Ambassador raffle supplies and monies, etc.
3. Will ensure that notice of the date and location of the mixer is published in the San Rafael Chamber E-Vents, www.SRChamber.com, and all member-wide electronic chamber communications.
4. Will provide the sound system, if necessary
5. Will provide talking points for all Speakers.
6. Will collect business cards for door prizes.

AMBASSADORS

1. Will greet and welcome guests as they arrive and assist guests as needed.
2. Will assist new members.
3. Will introduce new members to Chamber Board and other members.
4. Will assist with set-up, take-down, and raffle ticket sales

Here is a list of current Chamber Caterers for your reference. Many of the Chamber restaurants also provide catering, so please let me know if you need assistance in finding a catering service for your event.

San Rafael Chamber Members – Caterers:

An Affair to Remember	Marcus Lee	415-459-6505
Alta Cuisine	Alta Ridley	415-898-3230
Big Jim's BBQ	Jim Modesitt	415-203-4744
Bogie's Café	Michael Freed	415-492-1530
Creative Catering	Kathie Ford	415-472-4484
Delicious, Inc.	Jan Goldberg	415-453-3710
Homeward Bound	Mary Kay Sweeney	415-382-3363
Il Fornaio Catering	Ursula O'Connor	415-927-4400
Toast Catering	Anthony Levey	415-382-1133
Whole Foods	Clarke Pomeroy	415-451-6333