

## BUSINESS AFTER HOURS

Business After Hours is The Chamber's monthly network building event. A Chamber member hosts the event at their facility and provides an atmosphere conducive for meeting other business professionals. Hosting an After Hours offers a unique opportunity to showcase your business to other members of The Chamber.

Outlined below are the responsibilities of the host and The Chamber. These events are held monthly on the third Thursday of the month from 4:30 – 7:00pm.

### HOST RESPONSIBILITIES

- Provide an area large enough to accommodate our members (average attendance is 100 people), with adequate parking facilities.
- Provide beverages and hors d'oeuvres purchased from a Chamber member (and personnel to help serve, if applicable).
  - If alcoholic beverages are to be served:
    - You may choose to have an open bar or cash bar.
    - If you have a cash bar, you must adhere to the following prices:
      - Mixed drinks – no more than \$1
      - Beer, wine & soda – no more than \$0.50
    - You must provide personnel to tend the bar.
    - The caterer or host will obtain a City or County liquor permit and provide proper host liquor liability and dram shop insurance as required by the State of Illinois.
- Provide a 3' x 8' registration table with three chairs and a small trash can.
- Pay sponsorship amount of \$400. An invoice will be sent the month prior to the event.
- Provide any door prizes as you see fit (optional).
- Employees of the hosting firm will be admitted free of charge. Spouses of employees will assume the normal \$5 charge.

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## CHAMBER RESPONSIBILITIES

- Provide personnel for registration at the door. (Host may provide a person at registration table to provide information and to welcome members.)
- Handle preparation and mailing of promotional flyer with sponsor logo for package mailing distributed to 2,000 individuals on the Chamber's mailing list.
- Promote event in eUpdate at least two times with link to website.
- Provide host with business cards collected at the door.

\*NOTE: The Chamber will collect \$5 for members and \$15 for non-members. This revenue will be retained by The Chamber to offset expenses and to help other Chamber programs.

**For more information, please contact Ashley Earnest.**

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