

GOOD MORNING SPRINGFIELD

HOST RESPONSIBILITIES

- Provide an area large enough to accommodate our members (average attendance is 40-60 people), with adequate parking facilities.
- Prepare a continental breakfast including COFFEE, JUICE, ROLLS/MUFFINS/FRUIT for the above attendance
- Provide a 3' x 8' registration table with three chairs and a small trash can.
- Preparation will be completed by 7:15 a.m. the morning of the event.
- Provide logo for package mailing flyer.
- Pay sponsorship amount in advance of event.
- Provide any door prizes as you see fit (this is optional).
- Employees of the hosting firm will be admitted free of charge. Spouses of employees will assume the normal \$5 charge.

CHAMBER RESPONSIBILITIES

- Provide personnel for registration at the door. (Sponsor may provide a person at registration desk to provide information and to welcome members.)
- Handle preparation and mailing of promotional flyer with sponsor logo for package mailing distributed to more than 2,000 individuals on the Chamber's mailing list.
- Charge a small cost per person at the door to help cover mailing expenses.
- Promote event in e-Update at least two times with link to website.
- Provide host with business cards collected at the door.

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- Provide host a few minutes at the event to promote services and/or products.

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

Good Morning Springfield is a great opportunity for you and your Chamber of Commerce. Working together, the event can be mutually beneficial. Please call Bri Coons at 525-1173 with any questions you may have about hosting a Good Morning Springfield.

For more information, please contact Bri Coons.

217.525.1173 ext. 216 or bcoons@gsc.org

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