



# Business

## After Hours

# GUIDELINES

*The following provisions and guidelines have been established to assist in the positive outcome of the Business After Hours program.*

### **Provided by the Host or Co-hosts:**

- Events may be hosted by one business or co-hosted by two or more businesses. The application should represent all parties.
- The host(s) must be a current chamber member in good standing at booking & at time it is held.
- The host(s) will provide the chamber with their logo & background information for promotional materials.
- The host(s) will work with the Chamber to determine the specifics of an event including location, times, date, seating accommodations, agenda, tours, etc.
- The host(s) will provide a check-in area at the event.
- The host(s) will provide a table for the Chamber staff to accept membership applications, door prizes, etc.
- The host(s) will provide easy to handle finger foods and beverages
- The host(s) may serve alcohol provided the necessary insurances are in place
- The host(s) will allow Chamber to have a banner if possible, place a banner outside if possible, and provide adequate space for Chamber greeters and guests

### **Provisions Provided by the Limestone Chamber of Commerce:**

- The chamber will market the Business After Hours event in the Chamber newsletter, on the Chamber's website event page, on the Chamber's social media pages, and publish in the Limestone Independent News.
- The Chamber will provide door prizes or ask for a prize sponsor.
- The Chamber staff will handle registration, name tags, drawings, invitations, and publicity

### **General Guidelines:**

- The Host(s) and the Chamber will agree on the location, time and date. The location where the Business After Hours event is to be held should accommodate up to seventy-five people and have adequate parking.
- The Chamber will create and distribute the invitations and media.
- The chamber staff should have access to the event space fifteen minutes prior to the event for set up.
- The event should reflect the host's personality and style. Feel free to display any promotional materials or items for attendees. This can include promotional giveaways.
- A chamber representative will welcome the crowd starting at 4:45pm and begin introductions and announcements at approximately 5:00 p.m. The host(s) will designate a spokesperson to present a brief overview for the business during the announcements.
- It is very important to have enough food and beverages to last through the event. Finger foods and hors d'oeuvres are recommended. Suggested beverages include beer, wine, soft drinks, and water. Beverage tickets can be used for liability purposes. The chamber does ask that you utilize fellow chamber investors which can be found on the chamber's online Business Directory for catering