Palatine
area chamber of commerce

Networking @ Nite Information/Coffee & Connections/Guidelines

Chamber networking events allow Palatine Chamber members to meet, exchange ideas, make important long-lasting connections in a casual setting, while giving the hosting business an opportunity to showcase their workplace and gain valuable exposure.

DATES: These events are mostly held the first or third week of the month on Tuesdays or Thursdays. However, we can make exceptions.

EVENT TIMES: 5:00 p.m. - 7:00 p.m. for evenings or 7:30 a.m. – 9:00 a.m. before hours.

MEMBER REQUIREMENTS:

- Secure the date for the event at least four(4) weeks in advance (dates available first come first serve)
- Room or area to be set up by 4:30 p.m. or 7:15 a.m.
- Host to provide the Palatine Chamber with a registration table and a waste basket. This needs to be located in or outside the entrance to room for us to greet the guests.
- Networking room needs to be in a private room or a roped off space with enough room to accommodate all Chamber guests (average 30-40 attendees).
- Host should have food/appetizers/continental breakfast available for guests no later than 5:00 p.m or 7:30 a.m. Drinks should be available from the start of the event.
- Members and those on the guest list can receive a drink ticket, provided by the host, towards complimentary alcohol and/or non-alcohol options, also provided by host. (at restaurants: cash bar after)
- Raffle prizes are the option of the host. If given, drawing will take place at the event.
- The host will be presented with a certificate and have the opportunity to give a brief introduction to their business at approximately 6:15 p.m. or 8:30 a.m.

CHAMBER WILL:

- The Chamber will promote and advertise the event on www.palatinechamber.com, in all newsletters, email blasts and announcements at preceding functions.
- The Palatine Chamber will track registered attendees and notify you of the guest count 24 hours prior to the event.
- Provide the host all business cards following the event.

ADDITIONAL OPTIONS:

- A member can co-host a Networking @ Nite with another member(s).
- If you belong to more than one chamber, we can consider having a multi-chamber Networking @ Nite event.

For information on available dates contact Steve or Cheryl at the Palatine Chamber office at (847) 359-7200