

CHAMBER MEMBER ONLY OPPORTUNITY



Greater Langley Chamber of Commerce

Business After Hours Mixers

For more information or to book a Business After Hours Mixer, please contact:

Jaclyn Van Den Berg, Events Coordinator
604-371-3700 / events@langleychamber.com

What is a GLCC Business After Hours Mixer?

The *Business After Hours Mixer* is the best way to make connections within the Langley business community. Bring your business cards and be ready to network with your fellow members! Our Chamber staff and Board team will be on hand to help you plunge in and break the ice. These events are hosted by Langley Chamber members. Hosts are provided the opportunity to meet and greet dozens of members and showcase their individual business. Food and refreshments are provided for mixer guests by the host. Hosts are encouraged to personalize the event however they like and truly make it a time to shine.

GLCC Business After Hours Mixers Hosting Opportunities

Looking to bring new people through your doors? Want to showcase your business or venue? Consider hosting a *Business After Hours Mixer* in conjunction with the Greater Langley Chamber of Commerce. Businesses and organizations of all kinds are welcome to host — past events have been successfully held at diverse host locations such as non-profits, restaurants, financial institutions, small businesses, hotels, gyms, and offices of all kinds.

Business After Hours Mixers are casual receptions hosted by Chamber member businesses/organizations that function as networking events for business people to connect and socialize with one another. Depending on the venue, date and venue capacity, our reception attendance tends to range from 40 to 80 people. These events are typically held on the last Thursday of the month between 4:30 pm and 6:30 pm. We do not exceed one *Business After Hours Mixer* per month.

Hosting a *Business After Hours Mixer* is a great way to showcase your business and bring people through your doors who might not otherwise know who you are. The GLCC helps publicize the event and the host organization through promotion across our various communication channels. Where applicable, your company will be highlighted with your logo, hyperlinks to your website, and a short company bio.

At the event itself, the host provides some complimentary food and beverages and is given opportunity to address the attendees, distribute promotional materials, conduct tours of the facility, etc. The GLCC provides all the administrative work, including event promotion and pre-registration of attendees. Chamber staff will be on hand to organize and run the event.

What is the cost to attend or host a GLCC Business After Hours Mixer?

There is no cost to attend or host a *Business After Hours Mixer*. The Greater Langley Chamber of Commerce is committed to provide networking opportunities for all levels of businesses and business owners – from small to large.

Business After Hours Mixers is one way the Chamber can help you promote your business while at the same time provide an opportunity for Chamber members and guests to meet socially.

Guidelines for Hosting a GLCC Business After Hours Mixer

Hosting a GLCC *Business After Hours Mixer* is a great way to showcase your business and bring people through your doors! We help publicize the event and your business by promoting it across our various communication channels, and we manage all aspects of event administration.

At the event itself, there is the opportunity for the host to speak to the members, distribute promotional materials, and to conduct tours of the facility.

Event format:

- Event runs from 4:30 pm to 6:30 pm
- During the event, the GLCC will give a brief update on initiatives.
- The host will have an opportunity to speak briefly (3 to 4 minutes) about their business.
- The rest of the time will either be free networking/socializing time or used for an activity (coordinated by the host).

In order to ensure your event's success, the hosting organization should supply the following:

- Identified areas of the venue which are accessible to members
- Parking information (e.g. complimentary passes, reserved spaces, etc.)
- Registration area for signing in (registration staff is provided by GLCC)
- Coat check/rack if necessary (weather depending)
- Area(s) to display GLCC promotional materials and signage
- Podium and/or space for speeches and introductions (with AV if available)
- Adequate catering service, including:
 - Selections of light foods and appetizers
 - Complimentary beverages (eg: wine, beer, coffee, tea, soft drinks, etc)
 - Purchase of special events license for alcohol service (as needed)
 - Utensils, napkins, cups, plates, and disposal bins
- Door Prize(s) for attendees
- Adequate space for attendees and chairs for partial seating
- Adequate staff on hand to represent host and assist where needed

Optional:

- Cash bar service for additional beverages
- Music for ambience
- Activities, tours, games
- Other A/V equipment as needed

Food and beverage:

- We strongly recommend that alcoholic and non-alcoholic beverages are provided.
- Wineries and local beer manufacturers may be willing to providing tasting/pouring costs for a 2-hour period.
- Contact catering companies and restaurants for finger foods/appetizer suggestions and costs.
- Host should consider having food served to prevent congestion at a food table (passed around as opposed to a stationary food table).
- Served food encourages interaction between guests and allows for more networking opportunities.

Suggestions to help ensure a successful outcome:

- This event is not restricted to Langley Chamber members so be sure to promote the event details to your personal network of connections. Send personal invitations by mail, email or messenger.
- Increase the value of hosting the event by creating a theme, activity and/or demonstration.
- Provide incentives and/or discounts around your products or services.
- Arranged for employees/volunteers to help at the event so that you are free to network, welcome, and actively participate with guests.