



# GREATER LANGLEY

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CHAMBER OF COMMERCE

## FROM START TO FINISH

A guide to event planning  
in Langley

~ 2013 ~

#1 – 5761 Glover Road, Langley, BC V3A 8M8

Phone: 604-530-6656 / Fax: 604-530-7066

[www.langleychamber.com](http://www.langleychamber.com)

So ... You Are Planning an Event!

Events come in all shapes and sizes. Corporate meetings, weddings, anniversaries, Christmas parties, conventions, grand openings ... the list is endless!

This booklet is designed to help take a little bit of the stress of organizing an event in Langley off your shoulders. Please use it as a guide and feel free to contact the Greater Langley Chamber of Commerce anytime if you have questions - that's what we're here for! You can reach our staff at 604-530-6656.

Quick checklist for getting started on organizing your event:

Date: \_\_\_\_\_

Time of Day: \_\_\_\_\_

Type of function: \_\_\_\_\_

How many guests? \_\_\_\_\_

Budget: \_\_\_\_\_

What type of location do I need? \_\_\_\_\_

Will I need a caterer?  Yes  No

Will I need entertainment?  Yes  No

Will I need a printer (for invitations etc.)?  Yes  No

Will I need a photographer?  Yes  No

Will I need a florist?  Yes  No

Will I need promotional items or gifts?  Yes  No

## Who Should Be Invited?

When working on your guest list for your event, consider a few things:

★ Who are you targeting with your invitation?

- ★ Are you making your invitation interesting enough to make guests want to attend?  
Are you including all relevant information – who, what, where, when, why?
- ★ Are you providing enough notice?
- ★ Will you be inviting special guests to attend (MP, MLA, Mayor etc.)?
- ★ Is your event one that you should promote in local papers?

There are several local Business Associations that you may consider inviting to attend your event. The contact name changes for many of these organizations on a yearly basis so please call the Greater Langley Chamber of Commerce Office to confirm who you should be inviting.

The Chamber of Commerce is also pleased to attend events of this nature if possible, please contact our office and we will pass on the information to our Board of Directors.

Remember that these people are very busy and often require a considerable amount of advance notice to attend social events of this nature.

To help you a bit, we have drafted a sample letter of invitation for you to refer to when sending out invitations.

## Government Contacts

### **Federal Government**

Mark Warawa, MP  
mark.warawa@parl.gc.ca

104 – 4769 222 Street  
Langley, BC V2Z 3C1  
Phone: 604-534-5955  
Fax: 604-534-5970

### **Provincial Government**

Mary Polak, MLA  
mary.polak.mla@leg.bc.ca

102-20611 Fraser Highway  
Langley, BC V3A 4G4

Phone: 604-514-8206  
Fax: 604-514-0195

Rich Coleman, MLA  
rich.coleman.mla@leg.bc.ca

130-7888 200 Street  
Langley, BC V2Y 3J4  
Phone: 604-882-3151  
Fax: 604-882-3154

### **Municipal Government**

City of Langley

Mayor Peter Fassbender & Council  
20399 Douglas Crescent  
Langley, BC V3A 4B3  
Phone: 604-514-2800  
Fax: 604-530-4371

Township of Langley

Mayor Jack Froese & Council  
20338 65 Avenue  
Langley, BC V2Y 3J1  
Phone: 604-534-3211  
Fax: 604-533-6052

### **Local Business Associations**

- The Greater Langley Chamber of Commerce  
1- 5761 Glover Road  
Langley, BC V3A 8M8  
Phone: 604-530-6656  
Fax: 604-530-7066
- Aldergrove Community Enhancement
- Brookwood Merchants Association
- Downtown Langley Merchants Association
- Fort Langley BIA

**SAMPLE ONLY**

Month/Date/Year

Mayor Peter Fassbender  
City of Langley  
20399 Douglas Crescent  
Langley, BC V3A 4B3

Mayor Fassbender:

We are very pleased to invite you to attend our Grand Opening Celebration!

**Any Store Ltd.**  
**1234 – 567 Street**

Langley, BC V1V 1V1  
December 1, 2008  
3:00 to 5:00 pm

Our valued customers and friends in the community have been invited to join us for a Ribbon Cutting at 3:20 pm. If you are able to attend, we would like to have you join us and help with this part of the afternoon.

Refreshments will be served and we will be providing entertainment from 4:00 to 5:00 pm.

We look forward to having you join us for this important day for *Any Store Ltd.* Please contact my office to confirm your attendance (include phone number).

Sincerely,

**Joe Owner**  
*Any Store Ltd.*

## Spreading the Word

The success of your event will depend on a great deal of things. The most important thing will be *publicity*.

In Langley, we are fortunate to have three very community minded newspapers that, given enough lead-time, are very interested in supporting local business. Contact their offices to set up a meeting with someone from their staff who can give you an idea of advertising schedules and costs. A bit of money spent will help ensure that news of your event reaches as many people as possible.

Aside from advertising, you should also prepare a brief **Press Release** to announce your celebration. The key word here is BRIEF. Remember that the Editors you will be directing this information to receive several press releases a day. Yours should be to the point, clear and somehow catchy to make it stand out from the rest.

*\* We have included a sample Press Release  
that will help you get started.\**

Take a minute to think about other possible outlets to promote your event. Do you cater to a specific age group? How else would you get information to these people? Do you cater to specific ethnic groups? Research other media sources perhaps located in different communities. Perhaps you cater to a specific interest group? Once again, a little time and researching on your part will no doubt result in additional outlets for your announcements.

If you belong to the Chamber of Commerce, remember to give your information to our staff so if there is an opportunity to promote your event through one of our many sources, we can help you. We might also have contacts for organizations and media outlets that you may be looking for.

## Media Contact Numbers

### **Aldergrove Star:**

27106 Fraser Highway  
Aldergrove, BC V4W 3P6  
Phone: 604-856-8303  
Fax: 604-856-5212

Mr. Kurt Langmann  
Editor  
newsroom@aldergrovestar.com  
www.aldergrovestar.com

### **Langley Advance:**

112-6375-202 Street  
Langley, BC V2Y 1N1  
Phone: 604-534-8641  
Fax: 604-534-3383

Mr. Ryan McAdams  
General Manager  
rmcadams@langleyadvance.com  
www.langleyadvance.com

### **Langley Times:**

20258 Fraser Highway  
Langley, BC V3A 4R3  
Phone: 604-533-4157  
Fax: 604-533-4623

Mr. Frank Bucholtz  
Editor  
newsroom@langleytimes.com  
www.langleytimes.com

### **The Vancouver Sun:**

#1-200 Granville Street  
Vancouver, BC V6C 3N3

Patricia Graham  
Editor-in-Chief

Phone: 604-605-2000  
Fax: 604-605-2308

pgraham@vancouver.sun.com  
www.vancouver.sun.com

**The Province:**

#1-200 Granville Street  
Vancouver, BC V6C 3N3  
Phone: 604-605-2000  
Fax: 604-605-2759

Wayne Moriarty  
Editor-in-Chief  
wmoriarty@theprovince.com  
www.theprovince.com

Your Business Name  
Contact: Host's Name  
Position with Business  
Phone Number  
Fax Number

Street Address  
Langley/Aldergrove, BC  
Postal Code

**FOR IMMEDIATE RELEASE**

**GRAND OPENING CELEBRATION!**

**Any Store Ltd.  
1234 – 567 Street  
Langley, BC V1V 1V1  
December 1, 2008  
3:00 to 5:00 pm**

Joe Owner and his staff invite you to attend the Grand Opening Celebration for his new business in Langley!

*Any Store Ltd.* specializes in quality imported gifts for that hard to buy for person. With the Christmas Season approaching, this is also a great opportunity to browse our shelves and perhaps pick up that illusive gift.

Mayors Jack Froese and Peter Fassbender will be on hand to assist in a ribbon cutting at 3:15 pm.

Everyone is welcome; there will be a clown on hand to do face painting and balloon creations for the kids. As part of Grand Opening Celebration there will also be in-store specials and a fantastic door prize for one lucky guest!

For further information please contact Joe Owner at 604-123-4567 anytime.

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## Accommodations, Conference & Meeting Facilities

### Accommodations

Best Western Country Meadows  
3070 264 Street, Aldergrove

Phone: 604-856-9880  
Number of rooms: 78

Best Western Langley Inn  
5978 Glover Road, Langley

Phone: 604-530-9311  
Number of rooms: 78

Canada's Best Value Inn  
6722 Glover Road, Langley

Phone: 604-514-3311  
Number of rooms: 46

Canada's Best Value Westward Inn Motel  
19650 Fraser Highway, Langley

Phone: 604-534-9238  
Number of rooms: 55

Cascades Casino Resort  
20393 Fraser Highway, Langley

Phone: 604-530-1500  
Number of rooms: 77

Days Inn & Suites  
20250 Logan Avenue, Langley

Phone: 604-539-0100  
Number of rooms: 62

Eagle Wind RV Park  
26920 52 Avenue, Aldergrove

Phone: 604-856-6674  
Number of sites: 59  
Number of rooms: 2

Good Knight Inn  
5796 200<sup>th</sup> Street, Langley

Phone: 604-532-8847  
Number of rooms: 22

Hampton Inn & Suites  
19500 Langley Bypass, Surrey

Phone: 604-530-6545  
Number of rooms: 96



Holiday Inn Express Hotel & Suites  
8750 204 Street, Langley

Phone: 604-882-2000  
Number of rooms: 85

Langley Travelodge  
20470 88 Avenue, Langley

Phone: 604-888-4891  
Number of rooms: 60

Quality Hotel & Suites (Langley)  
6465 201 Street, Langley

Phone: 604-534-5110  
Number of rooms: 50

Ramada Inn Langley/Surrey  
19225 56 Avenue, Surrey

Phone: 604-576-8388  
Number of rooms: 85

Sandman Hotel – Langley  
8855 202 Street, Langley

Phone: 604-888-7263  
Number of rooms: 145

Sandman Signature Hotel  
8828 202 Street, Langley

Phone: 604-888-7263  
Number of rooms: 196

Super 8 Langley  
26574 Gloucester Way, Langley

Phone: 604-856-8288  
Number of rooms: 81

### **Conference & Meeting Facilities**

abc Country Restaurant - Cloverdale  
19219 56 Avenue, Surrey

Phone: 604-576-7770  
Capacity: 56

Best Western Country Meadows  
3070 264 Street, Aldergrove

Phone: 604-856-9880  
Capacity: 60

Best Western Langley  
5978 Glover Road, Langley

Phone: 604-530-9311  
Capacity: 10-50

Chief Sepass Theatre  
9096 Trattle, Fort Langley

Phone: 604-888-3113  
Capacity: 300

Choo Choo's Restaurant  
20559 Fraser Highway, Langley

Phone: 604-534-7111  
Capacity: 35

Cascades Casino Resort  
20393 Fraser Highway, Langley

Phone: 604-530-1500  
Capacity: 30-700

Days Inn & Suites  
20250 Logan Avenue, Langley

Phone: 604-539-0100  
Capacity: 30

Domaine de Chaberton Estate Winery  
1064 216 Street, Langley

Phone: 604-530-1736  
Capacity: 60

Eagle Wind RV Park  
26920 52 Avenue, Aldergrove

Phone: 604-856-6674  
Capacity: 65-100

Fort Langley Camping & RV Resort  
9451 Glover Road, Fort Langley

Phone: 604-888-3678  
Capacity: 40

Fort Langley Golf Course 9782 McKinnon Crescent, Fort Langley	Phone: 604-888-5911 Capacity: 50-250
Hampton Inn & Suites 19500 Langley Bypass, Surrey	Phone: 604-530-6545 Capacity: 100-150
Holiday Inn Express Hotel & Suites 8750 204 Street, Langley	Phone: 604-882-2000 Capacity: 100-175
Kwantlen Polytechnic University 20901 Langley Bypass, Langley	Phone: 604-599-2387 Capacity: 25-250
Langley Events Centre 7888 200 Street, Langley	Phone: 604-882-8800 Capacity: 15-700
Langley Golf and Banquet Centre 21550 44 Avenue, Langley	Phone: 604-534-4555 Capacity: 15-300
Langley Community Music School 4899 207 Street, Langley	Phone: 604-534-2848 Capacity: 25-250
Langley Seniors Resource Centre 20605 51B Avenue	Phone: 604-514-9010 Capacity 10-200
Newlands Golf Course 21025 48 Avenue, Langley	Phone: 604-533-3288 Capacity: 50-500
Poppy Estates Golf Course 3834 248 Street, Aldergrove	Phone: 604-856-1181 Capacity: 80
Quality Hotel & Suites (Langley) 6465 201 Street, Langley	Phone: 604-534-5110 Capacity: 100
Ramada Inn Langley/Surrey 19225 56 Avenue, Surrey	Phone: 604-576-8388 Capacity: 40
Redwoods Golf Course 22011 88 Avenue, Langley	Phone: 604-882-5130 Capacity: 14-170
Renaissance Resort Retirement Living 6676 203 Street, Langley	Phone: 604-530-0571 Capacity 40-100
Royal Canadian Legion, Branch #21 20570 – 56 Avenue, Langley	Phone: 604-534-3615 Capacity: 60
Royal Canadian Legion, Branch #265 26607 Fraser Highway, Aldergrove	Phone: 604-856-8814 Capacity: 140
Sandman Hotel – Langley 8855 202 Street, Langley	Phone: 604-888-7263 Capacity: 40
Sandman Signature Hotel 8828 201 Street, Langley	Phone 604-888-7263 Capacity 24-190

Super 8 Langley  
26574 Gloucester Way, Langley

Phone: 604-856-8288  
Capacity: 20-50

Tall Timbers Golf Course  
23523 56 Avenue, Langley

Phone: 604-534-0213  
Capacity: 75-100

Trinity Western University  
7600 Glover Road, Langley, BC

Phone: 604-513-2002  
Capacity: 10-400

White Spot – Walnut Grove  
20077 91A Avenue, Langley, BC

Phone: 604-881-1099  
Capacity: 25

## Directory of Suppliers

The following businesses are Members of  
the Greater Langley Chamber of Commerce.

The Chamber's "Call A Member First" program encourages  
member-to-member business as a means of sourcing supplies  
and services. We hope that you will call on one of our  
Chamber Members for your event requirements!

For detailed information, please visit  
the Chamber's website at [www.langleychamber.com](http://www.langleychamber.com),  
click on "Members" and enter the business name.

Please contact the Chamber of Commerce Office for  
additional information and referrals at 604-530-6656.

## **Printers**

Careli Printing  
20813 47 Avenue, Langley

Phone: 604-533-9620

Delair Family Printers  
105-20644 Fraser Highway, Langley

Phone: 604-533-5552

Duolynx Design & Print  
204-20167 96 Avenue, Langley

Phone: 604-888-4755

Midnight Express Printing  
4557 Southridge Crescent, Langley

Phone: 604-530-4620

Minuteman Press  
20564 56 Avenue, Langley

Phone: 604-530-6494

University Printers Ltd.  
112-20120 64 Avenue, Langley

Phone: 604-533-0053

## **Signage**

Expand A Sign Canada  
5048 223B Street, Langley

Phone: 604-539-5429

FASTSIGNS  
19862 96 Avenue, Langley

Phone: 604-888-6688

Instant Imprints  
114- 6360 202 Street, Langley

Phone: 604-510-5192

Sign-A-Rama  
102-20530 Langley Bypass, Langley

Phone: 604-532-1860

Speedpro Signs  
18-18812 96 Avenue, Port Kells

Phone: 604-882-5157

## **Engravers/Trophies**

Centaur Awards Inc.  
701-20381 62 Avenue, Langley

Phone: 604-533-0171

## **Event Supplies & Rentals**

Langley Party Rentals & Supplies  
19939 56 Avenue, Langley

Phone: 604-530-9155

Turkey's Party Makers  
17950 55 Avenue, Surrey

Phone: 604-576-1467

## **Auctioneers**

Able Auctions  
19757 92A Avenue, Langley

Phone: 604-881-2253

## **Audio-Visual**

OTBEC Multimedia & Design  
200-5794 203 Street, Langley

Phone: 778-278-2999

Spectrum Presentations  
130-22020 49 Avenue, Langley

Phone: 604-868-3489

## **Caterers**

5 Star Catering Ltd. at Sunrise  
5640 188<sup>th</sup> Street, Surrey

Phone: 604-574-0411

European Deli & Catering Corporation  
106-22314 Fraser Highway, Langley

Phone: 604-514-9010

Fresh Gourmet TakeAway  
3 – 6280 202 Street, Langley

Phone: 604-533-0700

Langley Senior Resource Society Catering  
20605 51B Avenue, Langley

Phone: 604-530-3020

Ritz Catering & Coffee House  
104 – 19289 Langley Bypass, Surrey

Phone: 604-576-9143

Venture Five Enterprises/Encore Catering  
27279 Fraser Highway, Aldergrove

Phone: 604-625-1178

## **Photographers**

Keepsake Portraits

Phone: 604-762-6629

4041 202A Street, Langley

Jillian Kirby | Baby  
20238 Fraser Highway, Langley

Phone: 604-999-5883

## **Florists**

Flower Care  
E102-20159 88th Avenue, Langley

Phone: 604-888-4445

Flowers & Company  
102C 6359 198 Street, Langley

Phone: 604-530-2722

Horty Girl Living Décor  
206-20641 Logan Avenue, Langley

Phone: 604-533-1017

## **Specialty Items**

### **Chocolates, Candies & Specialty Desserts**

Frosting Cupcakery Ltd.  
122-20226 Fraser Highway, Langley

Phone: 778-278-8832

Milsean Shoppe  
2900 272 Street, Aldergrove

Phone: 604-856-3024

Mozart Bakery Café  
12 – 20349 88 Avenue, Langley

Phone: 604-882-0433

Sugarplum Desserts Ltd.  
5-20381 62 Avenue, Langley

Phone: 604-534-2282

### **Gift Baskets**

Edible Arrangements  
110-8700 200 Street, Langley

Phone: 604-888-3434

### **Promotional Items**

Greystone Promotional Products  
5 – 19272 96 Avenue, Surrey

Phone: 604-882-0800

Sudden Impact Clothing Co.  
23595 52 Avenue, Langley

Phone: 604-534-3909

The German Advertising Advantage  
3-20381 62 Avenue, Langley

Phone: 604-530-5050

### **Wine & U-Brews**

Blackwood Lane Vineyards & Winery  
25180 8 Avenue, Langley Phone: 604-856-5787

Crescent Wines  
20535A Douglas Crescent, Langley Phone: 604-539-9777

Domaine De Chaberton Estate Winery  
1064 216 Street, Langley Phone: 604-530-1736

Fraser Highway Brewmasters  
20323 Fraser Highway, Langley Phone: 604-530-2739

Neck of the Woods Winery  
3033 232 Street, Langley Phone: 604-539-9463

The Fort Wine Co.  
26151 84 Avenue, Fort Langley Phone: 604-857-1101

## **Attractions**

*(Ideas for extra special events)*

Abbotsford Heat Hockey Club  
33800 King Rd, Abbotsford Phone: 604-743-5065

Cascades Casino Resort  
20393 Fraser Highway, Langley Phone: 604-530-2211

Fort Gallery  
9048 Glover Road, Fort Langley Phone: 604-888-7411

Fort Langley National Historic Site  
23433 Mavis Avenue, Fort Langley Phone: 604-513-4777

Fraser Downs  
17755 60 Avenue, Surrey Phone: 604-576-9141

Greater Vancouver Zoo  
5048 264 Street, Aldergrove Phone: 604-856-6825

Langley Rivermen Hockey Club  
7888 200 Street, Langley Phone: 604-882-8800

Mountain View Conservation &  
Breeding Centre  
23898 Rawlinson Crescent, Fort Langley Phone: 604-882-9313

Paddlewheeler Riverboat Tours  
139-810 Quayside Drive, New Westminster Phone: 604-525-4465

The Great Escape  
105-20645 Langley Bypass, Langley Phone: 604-530-1400

Thunderbird Equestrian Show Park  
24550 72 Avenue, Langley Phone: 604-888-4585

## **Golf Courses**

Fort Langley Golf Course  
9782 McKinnon Crescent, Fort Langley

Phone: 604-888-5911  
Par: 71

Langley Golf and Banquet Centre  
21550 44 Avenue, Langley

Phone: 604-534-4555  
Par: 54

Newlands Golf & Country Club  
21025 48 Avenue, Langley

Phone: 604-533-3288  
Par: 72

Pagoda Ridge Golf Course  
7887 264 Street, Aldergrove

Phone: 604-856-0929  
Par: 72

Poppy Estates Golf Course  
3834 248 Street, Aldergrove

Phone: 604-856-1181  
Par: 63

Redwoods Golf Course  
22011 88 Avenue, Langley

Phone: 604-882-5130  
Par: 71

Tall Timbers Golf Course  
23523 56 Avenue, Langley

Phone: 604-534-0213  
Par: 71