

# San Rafael Chamber

## 2020 MEETUP HOSTING GENERAL INFORMATION

The Chamber Meetup will be sponsored/hosted by a Chamber member business and an application must be submitted for approval. A \$500.00 fee is required to secure the date.

Venue must allow for a minimum capacity of at least 100 people, as well as provide ample parking. October Meetups are always designated for a New Teacher Welcome and December Meetups are for Volunteer Recognition events. Venues to host October and December Meetups must be able to accommodate at least 200 people. If the sponsor's/host's place of business does not allow the minimum capacity requirement the sponsor may obtain another facility. Chamber Meetups may be co-hosted by two or more members. Co-hosted events must receive prior approval by Chamber.

If Chamber Meetup Hosts want to provide a no-host bar, please ensure that you have a permit to sell alcohol or inform the Chamber to purchase a temporary ABC license that provides alcoholic beverage control for the attendees. You do not need an ABC license if you are providing complimentary alcoholic beverages.

Chamber Meetups are generally held on the second Wednesday of the month. If the second Wednesday falls on a holiday, Chamber staff will coordinate with the host to schedule an appropriate alternative date. Event time is from 5:00 to 7:00pm with announcements generally at 6:00pm.

Admission is complimentary for members and is \$20 for non-members. All proceeds collected from admission will benefit the Chamber.

## **HOST TO PROVIDE:**

1. Beverages including beer, wine and water and ample hors d'oeuvres for a minimum of 80 people (please inquire with Chamber staff for attendance estimates for your meetup). Ample food and beverage for October and December venues for a minimum of 100-200 guests. A "sit-down" layout is discouraged, as the circulation of guests is important. The Chamber also asks that Chamber member catering services be used. Attached you will find a list of our participating Caterers.
2. 3 door prizes, with a \$25 minimum value each. They may be donations from your business or you may use other Chamber members. A business card drawing will begin after 6:00p.m. and will be conducted by Chamber leadership and staff. The Chamber will keep the cards for scanning purposes and then direct scanned cards to Host Member on the following day.
3. One 8' check in table (or two combined smaller tables) with two chairs and two wastebaskets.
4. One smaller table or designated counter space to display Chamber membership information.
5. A large garbage can and several trash receptacles for food and beverage container disposal.
6. Clean-up following the event.
7. Will complete and sign attached application and remit \$500.00

## **CHAMBER STAFF RESPONSIBILITIES:**

1. Promotional Flyer will be created by Chamber staff. Flyer will be included in the monthly E-Vents, which is distributed to 1600+ contacts and be posted on the Chamber website. This flyer is also advertised and distributed at other Chamber events.
2. Will coordinate the delivery of supplies to the mixer, including upcoming event flyers, registration supplies, Leaders Circle signage, Ambassador raffle supplies and monies, etc.

3. Will ensure that notice of the date and location of the meetup is published in the San Rafael Chamber E-Vents, [www.SRChamber.com](http://www.SRChamber.com), and all member-wide electronic chamber communications.
4. Will provide the sound system, if necessary
5. Will provide talking points for all Speakers.
6. Will collect business cards for door prizes.
7. Will provide a photographer from Henley Photography. Photographs taken by Henley Photography are used by the Chamber for marketing purposes. Mixer host is able to purchase individual photos from Henley Photography. Or, for \$225, mixer host can download unlimited photos. For \$350, host can download unlimited photos and have use of the photographer's photo booth at the event. These rates are a significant discount from regular pricing!

### **AMBASSADORS:**

1. Will greet and welcome guests as they arrive and assist guests as needed.
2. Will assist new members.
3. Will introduce new members to Chamber Board and other members.
4. Will assist with raffle ticket sales

**Please see the next page for a list of current Chamber Caterers and wine merchants. Many of the Chamber restaurants also provide catering, so please let me know if you need assistance in finding a catering service for your event.**

## San Rafael Chamber Members – Caterers:

<b>Company Name</b>	<b>Primary Phone</b>
Bogie's Too	(415) 492-1530
Cafe Arrivederci	(415) 453-6427
Chef Rozanna Catering	(415) 898-0163
Classic Culinaire	(415) 430-8269
Delicious, Inc.	(415) 453-3710
Homeward Bound of Marin	(415) 382-3363
Il Davide	(415) 454-8080
Jasmin Market and Deli	(415) 960-4341
Julie's Hummus Bar	(415) 755-4818
Lotus Cuisine of India	(415) 456-5808
Magnolia Park Kitchen	(415) 521-5591
Mulberry Street Pizzeria	(415) 472-7272
United Markets	(415) 454-3300
Whole Foods Market	(415) 451-6333

Updated 10.16.19

## San Rafael Chamber Members – Wines:

Wine Merchants of Showplace Square	Emil Maionchi	415-864-8466
The Boisset Collection Marin County	Trish Cardosi	707-592-7140
Blackwell's Wines & Spirits	Dita Blackwell	415-306-7996
Riboli Family Wines	Rich Sloan	415-377-3354