

San Rafael Chamber

MIXER HOSTING GENERAL INFORMATION

The Chamber Mixer 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 Mixers are for an additional New Teacher Welcome and December Mixers are for a Volunteer Recognition. Venues to host October and December Mixers 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 Mixers may be co-hosted by two or more members. Co-hosted events must receive prior approval by Chamber.

If Chamber Mixer 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 Mixers 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.

Complimentary admission for members and \$20 for non-members. All monies collected from admission will benefit the Chamber.

HOST FIRM WILL 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 mixer). 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 mixer is published in the San Rafael Chamber E-Vents, 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 set-up, take-down, and raffle ticket sales

Please see the next page for a list of current Chamber Caterers. 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:

Company Name	Primary Phone
Alta Cuisine	(415) 898-3230
An Affair to Remember Inc.	(415) 459-6505
Ann Walker Catering, Inc	(415) 460-9885
Bogie's Cafe	(415) 492-1530
Delicious, Inc.	(415) 453-3710
Homeward Bound of Marin	(415) 382-3363
Il Davide	(415) 454-8080
Lotus Cuisine of India	(415) 456-5808
Magnolia Park Kitchen	(415) 521-5591
nelly, a lunch in a box	(415) 521-6795
Panera Bread	(415) 444-0734
Taste Kitchen & Table	(415) 455-9040
Taste Kitchen & Table - San Rafael	(415) 455-9040
Tomatina	(415) 479-3200
Whole Foods Market	(415) 451-6333

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San Rafael Chamber Members – Wines:

Wine Merchants of Showplace Square	Emil Maionchi	415-864-8466
The Boisset Collection Marin County	Anne Minkin	415-892-5908
INCAVO	Vicki Barrios	415-259-4939