

## Thanks for your interest in hosting a **Jacksonville Chamber of Commerce Business After Hours Event!**

*We're excited about bringing the Chamber membership into your business and giving you the opportunity to highlight your goods and services to our members and their guests. We'll support your Business After Hours by creating and emailing an invitation to your fellow Chamber members as well as publicize the event on our Facebook, website calendar, Chamber Chatter newsletter and any other opportunities available. We will secure door prizes and provide the receptacles for entries.*

To insure a successful event, we've compiled this helpful list of guidelines to make sure everything runs smoothly and you are free to take care of promoting your business and services when your guests arrive. Of course, we're always just a phone call away if you have any questions or need assistance in planning your Event.

- Plan to provide any type of refreshments you like for approximately 75 attendees. There are no rules regarding your menu, feel free to offer whatever is best for you and your firm. (Alcohol is optional, but there is no reason you cannot serve it if you wish)
- Please designate a representative or two from your firm to assist in greeting attendees and in helping our staff with any last minute details or preparations.
- Also designate a representative to proof read the materials we will compile to promote your Business After Hours:

**EMAIL:** \_\_\_\_\_ **NAME:** \_\_\_\_\_

- Prepare to say a few words about your business, product or service. You should give a brief overview of what you do and generally explain to attendees about your company. This is your commercial and you have a captive audience, so you'll want to make the most of this opportunity. **We will provide a volunteer who will introduce you and your business to the assembled group, it would be appreciated if a brief introduction/bio were provided to that volunteer.**
- Provide a table or other area for two boxes: one holds business cards for the Cash Drawing and the other has names entered to win Door Prizes. Something the size of a standard coffee table or countertop typically works well.
- Optional: feel free to provide a Door Prize if you like.
- Prior to the event being put on the Chamber's calendar and into the promotional materials and social media channels we use, we'll need to have received your payment of \$250.

BUSINESS NAME:  
\_\_\_\_\_

CONTACT NAME:  
\_\_\_\_\_

EVENT DATE:  
\_\_\_\_\_

EMAIL:  
\_\_\_\_\_

DATE:  
\_\_\_\_\_

SIGNATURE:  
\_\_\_\_\_