



## **BUSINESS AFTER HOURS SPONSOR INFORMATION**

Business After Hours (BAH) is a networking function hosted by a member of the Thomson-McDuffie Chamber of Commerce. The purpose of BAH is to provide exposure and business contacts for the sponsor and Chamber members. The BAH program is typically held on the third Thursday of each month, from 5 p.m. to 7 p.m.

The responsibilities of the host sponsor and the Chamber are as follows below.

If you should have any questions, or require additional information, please contact Debbie Jones at [debbie.jones@thomson-mcduffie.net](mailto:debbie.jones@thomson-mcduffie.net).

### **SPONSOR RESPONSIBILITIES**

- **FACILITIES AND PARKING**

The host sponsor must be in McDuffie County.

Ability to comfortably accommodate 150 Chamber members and guests.

Must have adequate parking spaces within reasonable walking distance, preferably adjacent to the building.

One entrance for attendees.

- **CATERING**

Sponsor must provide catering of food, non-alcoholic beverages; spirits optional.

All catering services must be set up by 4:45 p.m. on the day of the event.

- **REGISTRATION**

Provide following items: one six-foot or eight-foot table and one wastebasket to be located immediately inside the facility entrance.

- **ANNOUNCEMENTS, DOOR PRIZE DRAWING AND THEME**

During the time of announcements, the sponsor will have three minutes speaking time to promote their business.

Sponsor must provide a grand prize of \$50 value – given by host to winner for added recognition. \*Winners must be present to win.

If a theme (optional) is planned, please notify Chamber to publicize.

- **PROMOTIONS**

Complete physical address (address **MUST** work with GPS)

Company logo in VECTOR format (.ai, .eps) or high-resolution JPEG.

High-resolution photo(s) of your facility. Please note: logos and photos copied directly off of a website are usually **NOT** high-resolution.

Thomson-McDuffie Chamber Responsibilities

- **PUBLICITY**

The Chamber shall publicize and advertise the event via the Chamber website ([www.thomsonmcduffiechamber.com](http://www.thomsonmcduffiechamber.com)), social media, as well as Chamber weekly e-blasts.

- **RESERVATIONS**

Handle registration at event and keep record of attendees.

Collect business cards at registration to be used for door prize drawings.

Provide two drink tickets per attendee for bar(s) provided by host. (optional)

Send attendee information to the sponsor(s) no later than a week after the event.

The Chamber **DOES NOT** reimburse for the catering of this event nor any other services that the sponsoring host may choose to provide.

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Please read the Sponsor Requirements (above) and complete this form:

Company Name: \_\_\_\_\_

Physical Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

Contact Person's Email: \_\_\_\_\_

Preferred Month for the BAH to be held at your facility: \_\_\_\_\_

Second Choice for the BAH to be held at your facility: \_\_\_\_\_