



**Casselberry**  
CHAMBER OF COMMERCE  
*Promoting Prosperity*

# Business After Hours

## *Application for Chamber Sponsorship*

Business After Hours is designed to bring its host exposure in the business community, to bring Chamber members together to make business contacts. The value of this service to our members is illustrated by their enthusiastic participation in Business After Hours events. As host site of one of these events, you will have the opportunity to showcase your facility to the chamber membership.

Business After Hours is a very popular event, drawing your business peers to you. It is strongly recommended that you take advantage of the occasion to creatively market your business. This can include guided tours of your facility, multiple short demonstrations in various locations, audiovisual presentation, etc. Chamber staff is willing to work with you to suggest ways to showcase your business.

### Requirements:

- Only current Chamber member businesses who are in good standing are eligible to host a Business After Hours.
- We encourage you to contract with current Chamber members to supply any food, beverage or other desired services for the event. Of course, you are free to work with the vendors of your choice, but please understand that we cannot allow non-member businesses any promotional benefits or recognition at the event. The Chamber staff can supply you with the names of member caterers, florists and other service providers at your request. It is important to note that when you are soliciting items for your event, you are encouraged to introduce yourself as a fellow chamber member. However, when doing this, you are not acting as the Chamber's agent and therefore cannot represent yourself as soliciting on our behalf.
- Applications must be submitted at least a month in advance to take advantage of announcements at our other Chamber events, and to be adequately spotlighted in our weekly newsletter. Greater advance notice is highly encouraged.
- Provide the Chamber with a high quality logo, and a 100-150 word business summary or promotion to be used in our Chamber Newsletter and during Chamber events. These are required at the time of the application submission.
- Business After Hours events typically run from 4 PM until 8 PM. We ask that you provide an alternate date in case of conflicts with your preferred date.
- Business After Hours events may be co-hosted with another Chamber member. This is a great way to showcase businesses that complement each other. Each business should complete their own application and list the other as the co-host.

### Host Responsibilities:

- Three to four door prizes (appx. value: \$25).
- Ample beverages and light snacks for the guests.
- Tables, chairs, waste bins and restroom facilities.
- Ample parking or arrangements made for such.
- Any advertising that will include the Chamber name and/or logo will need to be approved by the Membership Committee.
- Have fun. This is a great opportunity to really show the community who you are and what your business is about.

### Chamber Responsibilities:

- Announce the event at monthly Chamber events leading up to the BAH
- Check the date for conflicts with other Chamber and city events.
- Publish the event in the weekly Chamber newsletter.
- Prepare signage for the event.
- Assign a Chamber ambassador to act as a liaison for obtaining supplies.
- Provide a Master of Ceremonies (MC) for the event.
- Provide a welcoming statement and recognition of the host.
- Provide an RSVP service for all prospective guests to use.

### Application:

Business Name:		
Address of Event:		
Primary Contact:	Co-Host <i>(optional)</i> :	
Contact Phone:	Preferred Date:	Alternate Date:
Contact E-Mail:	Event Start <i>(4 PM if blank)</i> :	Event End <i>(8 PM if blank)</i> :
Business Summary / Promotional Copy: <i>(This material will be used in our advertising to promote your business)</i>		