



Saugeen Shores
Chamber of Commerce

**BUSINESS
AFTER HOURS**



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QUALIFYING CHECKLIST

The Business After Hours (BAH) socials are designed for networking. It is an opportunity for Saugeen Shores Chamber members and their business guests to get to know each other better in a relaxed, informal setting, as well as for the host business to highlight their products and services.

USUALLY HELD THE 3RD THURSDAY OF THE MONTH BETWEEN SEPTEMBER AND JUNE

SELECTING HOSTS FOR THE BAH

THE FOLLOWING CRITERIA HAS BEEN ESTABLISHED BY THE BAH COMMITTEE TO DETERMINE HOSTS FOR FUTURE BAH NETWORKING SOCIALS

- Hosts will be selected on a first come, first served basis except in instances where applications have been made for the same month by more than one organization. Preference will then be given to the organization that has either not hosted a BAH in the past or has hosted fewer socials than the other applicant(s)
- So that BAH socials are not restricted to large organizations because of what may be viewed as prohibitive costs, the BAH Committee will encourage two or more members to co-host and thus share the expense of the BAH
- The BAH Committee will also promote and organize Mini Trade Shows. One or two Mini Trade Shows will be held annually and this presents an excellent venue at minimal cost for small businesses to promote their products and services
- On occasion, the Chamber will invite Benefits Program Providers to display their marketing material. These partners administer programs and services negotiated exclusively to Chamber of Commerce members. A BAH event is an excellent way to educate members on the benefits available to them.

WHAT THE BAH COMMITTEE PROVIDES

PRIOR TO THE BAH SOCIAL

The Chamber will e-mail invitations to all Chamber members.
98 The Beach will promote the BAH (space permitting) on the Tuesday before.

DURING THE BAH SOCIAL

The Chamber will provide name tags for all guests in attendance, an MC for the event, a PA system and BAH Committee members to work the door.

If you do not have a table (at least 4' wide) and 2 chairs for registration at the entrance, or tables (6' - 8') for information display, food, bar, etc., the Chamber is more than happy to supply them for the evening.

HOSTING REQUIREMENTS

- Do you have a space large enough to comfortably accommodate 50 - 70 people or will you require information about other location to hold event?
- Have you attended a BAH social before?
- Can you reserve the time exclusively for the BAH event? For example, if your business is normally open between 5:00 and 7:00 pm on the night in question, are you able to close to the public for a private event?
- Will you be able to host a licensed event? A liquor license must be purchased for \$35.00, 10 days before the event. It is recommended to provide 3 large bottles of red wine, 3 of white wine and at least 2 cases of beer (please note homemade alcohol is **not** permitted). Alcohol should be offered at a minimum of \$5.00 for wine and beer if you are a licensed establishment. **Please note that BAHs are restricted to individuals 19+.**
- Are you able to have enough food available to feed 50-70 people, that can easily be eaten while standing and ready for the arrival of guests at 5 pm? Please supply napkins, small plates and cutlery if needed. Please supply some foods that are gluten free, dairy free and/or vegan for those with specific dietary needs. It is recommended, that food be supplied by Chamber members. Food should also be set up in an area of the venue, separate from where alcohol is being served to prevent these areas from becoming too congested
- Are you able to provide one or more door prizes with a minimum value of \$25.00 (some examples include but are not limited to: gift certificates, gift baskets, home decor or seasonal items)? Prizes may be a product of your business, but this is not a requirement.
- Do you have enough parking on site or nearby?
- Do you have washrooms that will be available to guests?
- Will you have a coat rack or space for guests to store their coats?
- Will you have garbage bins in the space?
- I understand I must adhere to the event description listed above