

# **Caldwell Chamber of Commerce Business After Hours Policy & Guidelines**

The Caldwell Chamber will assist with BUSINESS AFTER HOURS events for Chamber member businesses/organizations.

They are normally held on the fourth Thursday of each month. Generally, a single business/organization will host a BUSINESS AFTER HOURS only once annually.

Both the Chamber and the hosting business/organization have responsibilities for planning and executing a successful BUSINESS AFTER HOURS and those primary duties are outlined as follows:

## **HOST BUSINESS/ORGANIZATION RESPONSIBILITIES**

1. The host business/organization should coordinate the date and time of the event with the Chamber before final scheduling or announcement to the public.
2. It is critical the host of the event personally invite customer, individuals or special guests important to the host business/organization both inside and outside the Chamber membership.
3. The host business/organization should assist in promoting the event through their FACEBOOK and other social media outlets.
4. The host business/organization should provide information to the Chamber regarding details of the event, specifically concerning refreshments, music, door prizes, programming, tours or other features that might help draw attendance.

## **CHAMBER RESPONSIBILITIES**

1. The Chamber will notify its board of directors, local elected officials, Chamber Ambassadors and as many of the membership as possible, based on the lead time between final scheduling and the date of the event. A reminder notice will be sent to all members who have registered their email with the Chamber for notices and reminders and a notice will be included on the Chamber's FACEBOOK page.

If advance notice allows, an invitation will be included in multiple issues of The Chamber Matters newsletter.

2. The Chamber will assure a photograph is taken at the event.
3. The Chamber will include a photo and recap of the event in The Chamber Matters newsletter.
4. The Chamber is open to suggestions for additional features to an event and encourages the host business/organization to discuss early in the planning process.

## **OTHER IMPORTANT INFORMATION**

The Chamber cannot guarantee attendance of members of the Chamber Board of Directors, elected officials or the general membership. However, the Chamber will make an effort to have as many staff/volunteers as possible in attendance.

The Chamber bears no responsibility for non-Chamber conflicting events that may impact attendance.

The Chamber does not arrange for any pre or post coverage of a BUSINESS AFTER HOURS event in the daily newspaper content, radio or other media coverage. The decisions by media to cover an event are business decisions made by the News Topic, Foothills Radio and other media outlets.