



Business After Hours

Initial	<ul style="list-style-type: none"> ● Name of Business (Any Co-Hosts?) ● Location of Event ● What Date / What Time (typically 5 - 7 pm) ● Will you be serving food? Will you be serving alcohol? ● Will you have a 50/50 raffle for a local Nonprofit? If yes, which non-profit would you like to donate to (must be a member) ● Hosts must provide giveaways for the event as door prizes. ● Confirm the maximum number of people for registration 	
Next Step	<ul style="list-style-type: none"> ● Logos need to be sent to marina@nantucketchamber.org ● Flyer to be made by Chamber and sent to hosts ● Facebook page made by Chamber- expect a co-host request ● Host to reach out to get caterers/bar(tenders) (if applicable) ● Host to acquire a pouring license (if applicable) <ul style="list-style-type: none"> ○ Contact: MDzvonik@police.nantucket-ma.gov ○ Application: https://www.nantucket-ma.gov/FormCenter/Event-ApplicationsPermitting-7/2018-Special-Event-Permit-Application-139 ● Host to reach out to Non-Profit chosen requesting them to have staff present to sell raffle tickets and speak about their Non-Profit (if applicable) 	
1 Month Out	<ul style="list-style-type: none"> ● Host must have acquired a pouring license (if applicable) ● Event should be in E-blast between 1 month to 2 weeks (dependent on of information provided by host) 	
2 Weeks Out	<ul style="list-style-type: none"> ● Host must have proof of pouring license & present to Chamber ● Confirm location, time, caterers, sound system (including a mic) any other information applicable. ● Non-Profit to send a blurb & logo to marina@nantucketchamber.org for e-blast. ● Confirm door prizes that host will be giving out 	
Week of	<ul style="list-style-type: none"> ● Included in E-blast of that week ● Non-Profit to have a spotlight in that week's e-blast (if applicable) ● Confirm any technology (microphone, music, speaker, etc.) ● Host to confirm with caterer, bar, etc. 	
Day of	<ul style="list-style-type: none"> ● Have staff available to assist with set-up & check-in ● Arrive at the event location early 	