# Business After Hours

<table>
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<th>Initial</th>
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<tbody>
<tr>
<td>● Name of Business (Any Co-Hosts?)</td>
<td>● Location of Event</td>
<td>● What Date / What Time (typically 5 - 7 pm)</td>
<td>● Will you be serving food? Will you be serving alcohol?</td>
<td>● 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)</td>
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<tr>
<td>● Hosts must provide giveaways for the event as door prizes.</td>
<td>● Confirm the maximum number of people for registration</td>
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<tr>
<th>Next Step</th>
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<tbody>
<tr>
<td>● Logos need to be sent to <a href="mailto:marina@nantucketchamber.org">marina@nantucketchamber.org</a></td>
<td>● Flyer to be made by Chamber and sent to hosts</td>
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<tr>
<td>● Facebook page made by Chamber - expect a co-host request</td>
<td>● Host to reach out to get caterers/bar(tenders) (if applicable)</td>
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<td>● Host to acquire a pouring license (if applicable)</td>
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<tr>
<td>○ Contact: <a href="mailto:MDzvonik@police.nantucket-ma.gov">MDzvonik@police.nantucket-ma.gov</a></td>
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<tr>
<td>● 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)</td>
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<th>1 Month Out</th>
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<td>● Host must have acquired a pouring license (if applicable)</td>
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<tr>
<td>● Event should be in E-blast between 1 month to 2 weeks (dependent on of information provided by host)</td>
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<th>2 Weeks Out</th>
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<tr>
<td>● Host must have proof of pouring license &amp; present to Chamber</td>
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<td>● Confirm location, time, caterers, sound system (including a mic) any other information applicable.</td>
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<tr>
<td>● Non-Profit to send a blurb &amp; logo to <a href="mailto:marina@nantucketchamber.org">marina@nantucketchamber.org</a> for e-blast.</td>
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<td>● Confirm door prizes that host will be giving out</td>
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<tr>
<td>● Included in E-blast of that week</td>
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<td>● Non-Profit to have a spotlight in that week’s e-blast (if applicable)</td>
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<td>● Confirm any technology (microphone, music, speaker, etc.)</td>
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<tr>
<td>● Host to confirm with caterer, bar, etc.</td>
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<td>● Have staff available to assist with set-up &amp; check-in</td>
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<td>● Arrive at the event location early</td>
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