



Thank you for your interest in hosting a Lunch & Learn event with us!

This event provides you with an opportunity to host an educational session in your area of expertise and present to members of the Yellowknife Chamber of Commerce. Lunch & Learns also provide Chamber of Commerce members with an opportunity to network and learn about other local businesses and organizations in our community.

These events are typically held between 12:00pm and 1:00pm at the Yellowknife Chamber office boardroom and you can expect between 7-10 attendees.

The Yellowknife Chamber of Commerce provides the following Lunch & Learn service:

- We charge \$500.00 + GST, which includes the cost of the venue and lunch catering
- In 2018, we hosted a number of Lunch & Learn events with 20+ people. If you don't want to set an attendance limit, please know that if you have more than 10 attendees there will be a \$100 fee for us to book a larger venue and an additional \$50 fee for additional meals
- This type of event is open to Chamber members and is free of charge for all attendees
- We provide event liability insurance.
- We will create a branded Lunch & Learn invitation for your event. Your approval is required prior to distribution.
- We will distribute the invitation to our membership through our e-blast service (value \$125.00 per e-blast), display it on our website and promote it on our social media pages
We encourage you to distribute the invitation to clients, partners, and special guests
- We will take RSVPs, coordinate catering and greet guests when they arrive

Your business provides the following:

- Any promotional signs, pamphlets or brochures that you wish to display.
- Any educational materials that compliment your presentation.

This service is designed so you don't have to worry about any of the details! We will work with you to ensure your event goes smoothly.

To book an event, contact our Programs Coordinator at: Programs@YKChamber.com or call: 867-920-4944

I agree to the above parameters and acknowledge the associated fees

Name: _____

Title: _____

Signature: _____

Date: _____