



## Pewaukee Chamber of Commerce Open House Procedures

**Purpose:**

An Open House is conducted to promote a business within the Pewaukee community. The Pewaukee Chamber of Commerce will assist you in promoting your Open House. An Open House may consist of inviting dignitaries, press releases, pictures of the event, door prizes, refreshments, and company tours - depending on your company's preference. The Chamber will promote your Open House but you will conduct the Open House for your company.

**We prefer a 60-day notice for Open House and promotion.**

Once approved by the Chamber President, list your Open House on the Chamber's Calendar using your member login and password. Include the following:

Date of Open House: \_\_\_\_\_

Start Time: \_\_\_\_\_ End Time: \_\_\_\_\_

Address of Open House: \_\_\_\_\_

Your Website: \_\_\_\_\_

Description of what you will provide and feature at your Open House:

\_\_\_\_\_

Contact name: \_\_\_\_\_ Phone: \_\_\_\_\_

Contact email: \_\_\_\_\_

You will want to create an e-blast to promote your event to the chamber members. You will contact the Chamber President for the login and password to the Constant Contact account.

If you would like the Chamber to promote your flier at events, please provide 50 copies to the Chamber office, 1285 Sunnyridge Road. The Chamber can advise and assist you in sending details and photos to the local papers.