



Coffee Break

Confirmation Form

Company:

Contact:

Event Location:

Date:

**Please confirm availability of date with Nicole McCarthy prior to completing this form.*

All Coffee Breaks run from 8:00am - 9:00am on either the second Thursday or fourth Tuesday of the month.

Benefits:

- Company logo on DCR Chamber's website calendar of events
- Company logo on all electronic materials promoting the event including but not limited to: event page, email to Chamber membership, social media
- Promotion in Weekly Update that reaches DCR membership and beyond
- Bring potential valuable business connections into your business, increasing your visibility in the community

You Provide:

- Beverages (coffee/water/etc) and light breakfast (pastries/fruit/etc)
- Coat rack (depending on season)

Investment: \$200

You will be invoiced upon confirmation. Please remit payment at your earliest convenience, as the date selected is not secured until payment is received. The \$200 investment is nonrefundable.

By signing this document you are agreeing to host Coffee Break as outlined above.

Authorized Signature

Date

Please return the confirmation form to Nicole McCarthy at:
Email: nmccarthy@dcrchamber.com
Mail: 3352 Sherman Court, Suite 201, Eagan MN 55121