



## Business After Hours Planning Guide

**Thank you for your interest in hosting Business After Hours. These events are among the most popular Chamber networking opportunities. These events are designed to showcase the host business as well as provide plenty of opportunities for members to generate business leads and contacts. This guide should help you organize, prioritize and prepare for your event.**

### **Quality**

The host is expected to plan with the Ambassador Committee in order to present a quality event – one that will reflect favorably on the host's business and the Garden City Chamber of Commerce.

### **Date**

Be sure to select the month most desirable for you and secure the date as soon as possible. Temperate months, which allow for some outdoor venues, are generally the first ones booked. Once your date is reserved, a member of the Ambassador Committee will be contacting you.

### **Time**

Business After Hours begin at 5:00p.m. and end at 7:00p.m. Be prepared for a few guests to arrive a few minutes before.

### **Facilities**

The host must be prepared to provide a suitable location that is easily accessible with adequate parking. If you plan to host a Business After Hours during cold months, be prepared to furnish coat racks or other suitable alternatives.

### **Promotional Information**

Please provide the Chamber with a high quality logo in JPG format and a 100-150 word story about your business in Word format six weeks prior to your event. (The Chamber reserves the right to edit the copy.) The Chamber will publish the story in the pre-event newsletter. The event will be listed in the Chamber newsletter and website calendars. Email notifications will be sent to the Garden City Chamber's distribution list the day before. (This currently goes out to 300+ email addresses.)

**Who Should You Invite**

The Chamber will invite all of the Chamber Members as well as our full distribution list. To make this a successful event, the Chamber strongly recommends that the host send personal invitations to all of your business contacts, associates, your clientele and even your business neighbors to draw a larger crowd.

**Hors d' oeuvres and Beverages**

The host is fully responsible for the purchasing and serving of food and beverages. Alcoholic drinks are optional; wine and beer are usually served. Estimated cost for catered food and wine is \$7 - \$10 per person.

**Door Prizes**

Guests at Business After Hours look forward to the opportunity to win door prizes. The host should plan to provide door prizes – if possible, ones that tie in with the host's business.

**Program**

A Chamber Officer or Ambassador Committee member will recognize the host and a representative of the host business may make a few brief comments. Following this, the door prizes will be drawn and distributed.

**Clean Up**

The host is responsible for clean up after the event.

**Please contact the Garden City Chamber with any questions or concerns. We are here to help you.**