

IVAC AFTER HOURS GUIDELINES

IVAC After Hours, held one per month, is a function offered to IVAC members, and can be hosted by one IVAC member, or a number of members can join together in hosting one. This is an informal, unstructured atmosphere, and thus gives members and guests the opportunity to meet, make contacts, exchange business cards and, when applicable, tour the hosting facility. (IVAC policy prohibits endorsements of a political party or candidate; therefore, **IVAC After Hours** cannot be used for this purpose.)

An **IVAC After Hours** may be held any day, Monday thru Friday from 4-6 pm or 5-7 pm. Attendance varies from 35 – 250 people, depending on schedules/conflicts, weather, etc., which cannot be monitored.

Sponsoring Firms are Responsible for the Following:

- Inquiring at the IVAC Office for available dates
- Invitations:
Invitations are designed by the sponsoring business in either a PDF, Publisher or Word document. Invitations should state that this is an **IVAC After Hours**, so it's clear to the membership. The invitation should be e-mailed to Penny (pennywamhoff@ivaced.org) at the IVAC office three weeks prior to the event. The IVAC office will e-mail the invitation to the entire IVAC membership. Receiving RSVP's if requesting
- Welcoming guests at the door and throughout the event
(IVAC Ambassadors will take care of registration and greeting)
- Providing appetizers and one free beverage for each attendee

Anything additional is entirely up to the firm(s) sponsoring the event. In the past, some firms gave door prizes, some had displays and some provided music. The cost of the event is absorbed by the sponsoring firm(s). The sponsor may invite additional people on their own.

IVAC is Responsible for the following:

- E-mailing invitations w/follow-up approx 3-4 days prior to event
- Providing registration sheets and blank name tags
- Having two IVAC Ambassadors at the door to greet people with the host(s).
- E-mailing thank you to member base w/sign-in sheets

Enclosed in this packet are samples of previous **IVAC After Hours** invitations and IVAC members who offer catering services.

A request for an IVAC Business After Hours must be submitted no later than one month prior to the event date. If a request is made with less than one month notification, IVAC will do their best to accommodate. There is no guarantee for either circumstance as it is first request for each month that will be honored. Only one After Hours per month will be hosted.

If an **IVAC After Hours** needs to be cancelled for any reason after invitations have already gone out, please call the IVAC office at 815.223.0227 in order that a cancellation notice can be sent to the membership.



**ILLINOIS VALLEY AREA CHAMBER OF COMMERCE AND
ECONOMIC DEVELOPMENT**

La Salle - Peru - Oglesby - Spring Valley - and Affiliated Communities

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