

Virginia Peninsula Chamber of Commerce

Business Connection *After Hours*

Sponsors Handbook

Business Connection *After Hours* (BCAH) is the Chamber's evening networking opportunity for area businesses. Held every other month, it is set in an informal atmosphere at local area businesses. The event promotes the exchange of ideas, business networking and customer contact. It is an opportunity for the sponsor to showcase their business and the goods and services they provide to the business community.

Business Connection *After Hours* events may be hosted by Chamber members in good standing. Business Connection *After Hours* are held from 5:00 PM until 7:00 PM at the sponsor's place of business.

What are the benefits of a BCAH sponsorship?

- Unique opportunity to showcase your business to the community
- Maximum opportunity to network
- Free advertising for the event via email blast to approximately 3,500 subscribers
- Chamber management and promotion
- A copy of the attendance sheet for prospect list

What are the responsibilities of the sponsor?

Logistics

- Complete, sign and return the Sponsor Agreement and a copy of your company logo to the Chamber within 15 days of verbal agreement
- Provide adequate space to accommodate up to 100 guest
- Provide adequate and convenient parking
- Provide adequate restroom facilities
- Provide a microphone and sound system for announcements and door prize awards, if needed (generally, the Chamber will provide the sound system; however, if for some reason we are unable to do so, we will contact the sponsor before the event)
- Provide one 6-foot table and two chairs for the registration area
- Provide a coat rack or coat check (depending on weather)
- Provide door prize(s)

Food and Beverages

- The sponsor is responsible for providing all the food and beverages
- Food should include at *minimum* heavy appetizers, paper products and plastic utensils
- Beverages should include soft drinks and water with appropriate paper products
- Catering arrangements should be finalized 30-60 days prior to the event

- It is suggested that multiple food and beverage stations be set up to accommodate crowd flow
- If the sponsor wants to host a cash bar, it is recommended they use a caterer who can supply an ABC License
- If sponsor chooses to apply for their own ABC License, a copy of the event ABC License must be provided to the Chamber no later than 15 days prior to the event

Financial Responsibilities

- The sponsor is required to supply food and beverages to accommodate the number of registered guests, please allow for additional walk-ins
- You can confirm the number of guests registered by contacting the Chamber one week prior to the event
- Other costs to the sponsor will include any door prizes donated and any publicity they wish to do other than that already supplied by the Chamber
- For all non-Chamber members whom the sponsor invites to the event, the Chamber asks that the guests are made aware of the event fee quoted on materials

*To assist you in planning the event, a sample checklist is attached.

What are the responsibilities of the Chamber?

Logistics

- Act as a point of contact for all sponsor inquiries for the event
- Plan and coordinate the event
- Provide event publicity (Email Blasts, VPCC Calendar, and Social Media)
- Designing the Business Connection ad with all editorial rights
- Manage and staff the registration/admission table
- Provide a Chamber Staff person or volunteer to act as Emcee
- Provide certificate of appreciation to the sponsor at event
- Provide a list to the sponsor of all attendees

***The Chamber Staff person responsible for BCAH is **Elisa Hernandez**. If you have any questions, please contact her at (757) 325-8162 or elisa@vpcc.org.**

We look forward to welcoming you as a sponsor and hope to provide you with a successful event that will benefit your business.

Elected Officials

The following is a list of the local elected officials serving the area. If you would like one of these members to attend your Coffee Connection event, you can contact them via email or the contact number provided for more information.

The City of Newport News

<http://www.nngov.com/465/Elected-Officials>

Mayor: McKinley L. Price, DDS - Email: council@nngov.com 757-926-8618

Vice Mayor: Tina L. Vick – Email: council@nnva.gov 757-926-8618 (South District 3)

Council Members:

- Marcellus L. Harris III – 757-926-8618 (North District 2)
- Sharon P. Scott - Email: council@nngov.com 757-926-8618 (North District 1)
- Dr. Patricia P. Woodbury - Email: council@nnva.gov 757-926-8634 (Central District 2)
- Saundra Nelson Cherry, D. Min. - Email: council@nngov.com 757-926-8618 (South District 3)
- David H. Jenkins – Email: council@nngov.com 757-926-8618 (Central District 2)

The City of Hampton

www.hampton.gov/council/

Mayor: Donnie R. Tuck - Email: dtuck@hampton.gov 757-727-6315

Vice Mayor: Jimmy Gray - Email: jgray@hampton.gov 757-727- 6315

Council Members:

- W.H. “Billy” Hobbs, Jr. - Email: bhobbs@hampton.gov 757-766-1787
- Eleanor W. Brown – Email: ebrown@hampton.gov 757-727-6315
- Steven L Brown- Email sbrown@hampton.gov 757-727-6315
- Linda Curtis – Email lcurtis@hampton.gov 757-727-6315
- Chris Osby Snead - Email: csnead@hampton.gov 757-850-0648

The City of Poquoson

www.ci.poquoson.va.us/government/council_members

Mayor: W. Eugene Hunt, Jr. – Email: gene.hunt@poquoson-va.gov 757-868-7628

Vice Mayor: Carey L. Freeman - Email carey.freeman@poquoson-va.gov 757-868-0811
(Western Precinct)

Council Members:

- Jana D. Andrews – Email: Jana.Andrews@poquoson-va.gov 757-868-0921 (Eastern Precinct)
- Thomas J. Canella II – Email: Thomas.Canella2@poquoson-va.gov 757-868-9565 (Central Precinct)
- Herbert R. Green, Jr. – Email: Herbert.Green@poquoson-va.gov 757-868-6442 (Eastern Precinct)
- David A. Hux – Email: David.Hux@poquoson-va.gov 757-868-4231 (Western Precinct)
- Charles M. ‘Bud’ Southall, III – Email: Charles.Southall@poquoson-va.gov 757-868-9956 (Central Precinct)

James City County

www.jamescitycountyva.gov/bos/index.html#

Chairman: Ruth Larson – Email: ruth.larson@jamescitycountyva.gov 757-603-0508 (Berkeley District)

Vice Chairman: Jim Icenhour – Email: jim.icenhour@jamescitycountyva.gov 757-790-9048
(Jamestown District)

- Sue Sadler – Email: sue.sadler@jamescitycountyva.gov 757-585-9272 (Stonehouse District)
- John J. McGlennon – Email: john.mcglennon@jamescitycountyva.gov 757-220-0568 (Roberts District)
- Michael J. Hipple – Email: michael.hipple@jamescitycountyva.gov 757-634-9895 (Powhatan District)

York County

<http://www.yorkcounty.gov/>

Chairman: Sheila S. Noll – Email: noll@yorkcounty.gov 757-877-7790 (District 2)

Vice Chairman: Thomas G. Shepperd, Jr. – Email: shepperd@yorkcounty.gov 757-868-8591
(District 5)

- Walter C. Zaremba – Email zaremba@yorkcounty.gov 757-253-0477 (District 1)
- W. Chad Green – Chad.Green@yorkcounty.gov 757-369-3394 (District 3)
- Jeffery D. Wassmer – Email: wassmer@yorkcounty.gov 757-969-6569 (District 4)



BUSINESS CONNECTION *AFTER HOURS* SPONSOR CHECKLIST

- Confirm date and location with Chamber
- Complete, sign and return Sponsor's Agreement
- Select and acquire a caterer
- Select and obtain door prizes
- Obtain the appropriate ABC License (if needed)
- Forward a copy of ABC License to Chamber
- Advertise this event on company social media outlets and calendars
- Call Chamber to finalize all plans (1 week prior to event)
- Call/email customers to invite them to attend (At least 1 week prior to event)
- Confirm with Chamber who will be accepting the Certificate of Appreciation
- Confirm with Chamber who will be speaking/handling the drawing
- Set-up chairs and tables for: (1) Registration and (2) Food and/or Beverage station(s)
 - It is recommended to separate the food and beverage stations to create a natural flow and increase mingling among guest
 - It is highly recommended not to have tables or chairs out for attendees. If you want tables, high cocktail tables are suggested - this allows for better flow and more networking.
- Provide coat racks (if needed)
- Provide adequate restroom facilities
- Provide adequate parking
- Arrange for on-street signage or directional signs if needed