

Virginia Peninsula Chamber of Commerce

Coffee Connection

Sponsors Handbook

A Coffee Connection (CC) is the Chamber's morning networking opportunity for area businesses. Held every 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.

Coffee Connection events are hosted by Chamber members in good standing. Coffee Connections are held from 7:30 AM until 9:00 AM at the sponsor's place of business.

What are the benefits of a CC 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 all business cards received at the event for prospect list

What are the responsibilities of the sponsor?

Logistics

- Complete, sign and return the Sponsor Agreement and 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 two 6-foot tables, four chairs, and an easel for the registration/admission area.
- Provide one networking table
- Provide a coat rack or coat check (depending on weather)
- Provide door prizes

Food and Beverages

- The sponsor is responsible for providing all the food and beverages
- Food should include a continental-style breakfast (donuts, muffins, fruit, etc.) with appropriate condiments, paper products and plastic utensils
- Beverages should include coffee, juice, and water with appropriate paper products

- Adequate food and beverage stations should be set up to accommodate the guest

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 two days 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

*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 Coffee 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 business cards collected at the event

***The Chamber Staff person responsible for Coffee Connection is Jackie Shapiro. If you have any questions, please contact her at (757) 325-8162 or jshapiro@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)
- Herbert H. Bateman, Jr. - Email: bertbate@aol.com 757-249-7687 (Central District 2)
- Dr. Patricia P. Woodbury - Email: patwoodberry@patwoodberry.com 757-926-8634 (Central District 2)
- Saundra Nelson Cherry, D. Min. - Email: council@nngov.com 757-926-8618 (South District 3)

The City of Hampton

www.hampton.gov/council/

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

Vice Mayor: Linda Curtis - Email: lcurtis@hampton.gov 757-727- 6315

Council Members:

- W.H. “Billy” Hobbs, Jr. - Email: bhobbs@hampton.gov 757-766-1787
- Will J. Moffett - Email: wmoffett@hampton.gov 757-884-8543
- Teresa L. V. Schmidt - Email: tvschmidt@hampton.gov 757-727-6315
- Chris Osby Snead - Email: csnead@hampton.gov 757-850-0648
- Jimmy Gray - Email: jgray@hampton.gov 757-727-6315

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:

- Henry W. Ayer, III. - Email: henry.ayer@poquoson-va.gov 757-868-8829 (Central Precinct)
- Traci-Dale Crawford - Email: traci.crawford@poquoson-va.gov 757-868-8861 (Eastern Precinct)
- Herbert R. Green, Jr. - Email: herbert.green@poquoson-va.gov 757-868-6442 (Eastern Precinct)
- Charles M. ‘Bud’ Southall, III.-Email: charles.southall@poquoson-va.gov 757-868-9956 (Central Precinct)
- Raymond E. Vernall-Email: raymond.vernall@poquoson-va.gov 757-868-5064 (Western Precinct)

James City County

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

Chairman: Michael J. Hipple, Chairman - Email michael.hipple@jamescitycountyva.gov
757-634-9895 (Powhatan District)

Vice Chairman: John J. McGlennon - Email john.mcglennon@jamescitycounty.va.gov
757-221-3034 (Roberts District)

- Kevin Onizuk - Email jccboard@jamescitycountyva.gov 757-258-0460 (Jamestown District)
- Ruth Larson – Email: ruth.larson@jamescitycountyva.gov 757-603-0508 (Berkeley District)
- Sue Sadler – Email: sue.sadler@jamescitycountyva.gov 757-585-9272 (Stonehouse District)

York County

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

Chairman: Jeffery D. Wassmer – Email: wassmer@yorkcounty.gov 757-969-6569 (District 4)

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

- Walter C. Zaremba – Email zaremba@yorkcounty.gov 757-253-0477 (District 1)
- W. Chad Green – Chad.Green@yorkcounty.gov 757-369-3394 (District 3)
- Thomas G. Shepperd, Jr. - Email shepperd@yorkcounty.gov 757-868-8591 (District 5)



COFFEE CONNECTION SPONSOR CHECKLIST

- Confirm date and location with Chamber
- Complete, sign and return Sponsor's Agreement
- Select and acquire a caterer
- Select 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: Registration, Food stations, and Beverage station
 - It is recommended to separate the food and beverage stations to create a natural flow and increase mingling among guest
- Provide coat racks (if needed)
- Provide adequate restroom facilities
- Provide adequate parking
- Arrange for on-street signage or directional signs if needed

Virginia Peninsula Chamber of Commerce

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Coffee Connection Sponsor Agreement

The undersigned agrees to sponsor a Coffee Connection in accordance with the guidelines and responsibilities in the VPCC's Coffee Connection Sponsor Handbook.

Sponsor's Company Name: _____

Contact Person: _____ Title: _____

Additional Contact Names (if any): _____

Business Address: _____

Business Phone: _____ Email: _____

Date of Coffee Connection:

Location: _____

Sponsor's Signature: _____ Title: _____

VPCC Approved: _____ Title: _____

PLEASE SIGN AND EMAIL TO: sjohnson@vpcc.org

This agreement must be returned 30 days prior to the sponsored Coffee Connection

