

BUSINESS AFTER HOURS HOST APPLICATION FORM



McMINNVILLE AREA
CHAMBER of COMMERCE

Chamber members at membership levels 2nd Floor and above are eligible to host a Business After Hours. Please complete this application if you are interested in hosting a Business After Hours function. The Chamber Program & Events Committee reviews all applications and will notify the host at least 60 days prior to the requested date. **We are currently scheduling hosts for September 2007 - May 2007.** We do not hold Business After Hours June - August. If interested, please send your application to the Chamber via fax (503) 472-6198 or mail 417 NW Adams St., McMinnville. **A list of host responsibilities is on the back of this flyer.**

Business Name (or names if you are choosing to co-host with another Chamber member business)

Address (Street & Location) _____

Contact/Owner _____ Title _____

Phone _____ Email _____

Description of products or services _____

Date of last Business After Hours or Greeters event hosted _____

Purpose for hosting (anniversary, remodel, exposure, etc.) _____

Briefly describe your event plans (tours, door prizes, etc.) _____

Briefly describe any additional promotion you will be doing for the event (invitations, calls, etc.)

The following promotional tools are made available to our hosts at no charge:

- We will be mailing an invitation and would like a set of the Chamber member mailing labels (400+) - normally \$25.
- We will be providing our own Business After Hours flyer for the Chamber newsletter (775 copies) - normally an \$85 insert fee.

Preferred month to host (February 07 – June 07): 1st Choice _____ 2nd Choice _____

If the date you requested is unavailable, would you consider co-hosting with another Chamber member?

- Yes, please let me know if someone is interested.
- Yes, I'd like to co-host with _____.
- No, but I would like to be placed on a waiting list or considered for the Fall of 2007.

BUSINESS AFTER HOURS HOST RESPONSIBILITY OUTLINE

HOST BUSINESS IS RESPONSIBLE FOR: **LOCATION**

- Provide space (preferably at your business) for at least 50 guests. Some hosts draw as many as 120 guests. Sending out personal invitations to Chamber members and to your own clientele helps draw a larger crowd.

INFORMATION

- Provide logo to the Chamber by the 15th of the month preceding your event, for use in the newsletter.

REFRESHMENTS

- Hors d'oeuvres and beverages for an average of 50-60 guests. We can provide you a list of Chamber member caterers. Plan for food to be ready at 5:00pm, just in case of early birds.
- Alcoholic drinks are optional, but usually wine is served.
- Estimated cost for catered food and wine is \$7-\$10 per person. The average attendance is around 60 people.

ADDITIONAL PROMOTION

- Additional promotional efforts are encouraged to draw special attention to your event. Please contact the Chamber one month before your event with your plans for promotion. Let us know how we could help!
- For added visibility think about getting a set of Chamber member mailing labels and send a personal invitation or postcard. Mailing labels are offered for primary contact list of 420 or for list including multiple contacts of 700. Labels are **free** for Business After Hours promotion.
- To include a special invitation insert (8 ½ x 11") in our newsletter we will need 750 copies by the 20th of the month before your scheduled Business After Hours event. We have samples of what other hosts have done.

PROGRAM

- The event begins at 5:15pm and ends at 7:00pm. Host should be ready for early bird guests by 5:00pm. The host business will be introduced at 6:00pm. This is your opportunity talk about who you are and what you do. If you are not comfortable talking, introduce a member of your staff who is. Take advantage of the attention of 40+ Chamber member businesses. Talk about new products or services, company history, something that sets your business apart. Do not assume that your guests know what you do.
- Tours of your business and demonstrations are highly recommended. Use this chance to show off!
- If you don't have a brochure, think about putting together a fact sheet for the guests to take with them.
- Encourage your staff to attend, we'd like to get to know them too!

DOOR PRIZES

- Door prizes are always a hit. Consider providing door prizes, preferably your product or service.

CHAMBER IS RESPONSIBLE FOR:

ADVERTISING the event and help bring in guests

- Newsletter – ½ page display ad, calendar listing
- Web site calendar listing
- Email event reminders

ASSISTANCE in coordination of the event

- Takes RSVP's and prepares guest list. Greets guests and takes payments at the door.
- MC program (usually Chair or Chair-elect of the Board of Directors).
- Provides door prize for two free admissions for the next BAH.

Any questions, please give us a call at the Chamber of Commerce office, (503) 472-6196.