



## Business After Hours Host Information

### Purpose of a Business After Hours

It allows the Host to showcase its business, services and facilities to the business community. In addition, it offers Chamber members the chance to meet one another and network in a casual, relaxed atmosphere.

### Requirements

1. The Host must be an active Chamber member in good standings.
2. The guidelines listed must be followed.
3. The Chamber is responsible for creating the flyer for the event and marketing the Business After-Hours event via weekly newsletters, e-mail blasts, social media, Happy Ad in newspaper and on the Chamber's online Community Calendar. Host must email their logo to the [info@saintignace.org](mailto:info@saintignace.org) to be included in promotions of the Business After-Hours Event.
4. The Chamber will provide nametags for the event.

### Guidelines

1. Hosting Sponsorship for a Business After Hours is \$150 to be paid to the Chamber in full, in order to secure the date of the After-Hours the member business is wishing to host. A non-refundable cancellation fee of \$75 will be assessed for those having cancel if cancelling less than 14 days from the scheduled After Hours. The full balance of \$150 must be paid full at the time of scheduling, or the event date will remain open for other sponsors to secure.
2. The space where the Business After-Hours is planned should be able to accommodate up to 50 people.
3. If an outdoor Business After-Hours is planned, an alternate plan must be developed in case of bad weather.
4. Door prizes provided by the host are optional; however, attendees enjoy and usually expect the drawings. If you do not plan to provide door prizes, please contact the Chamber so that we can secure them from other member businesses. The door prize drawing will be done in the last 15 minutes of the event.

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5. The Business After-Hours Events are usually held on a Thursday evening from 5:30-7:00pm.
6. Easy to handle finger foods or hors d'oeuvres are recommended. Recommended beverages include beer, wine, soft drinks or punch. Beverage tickets or cash bar are recommended for liability purposes for the event.
7. The Chamber staff and Ambassadors will handle registration, which includes nametags and collection of business cards. The host is responsible for supplying one registration table and trash can for registration. Following the event, the Chamber Staff takes the business cards collected at registration back to the Chamber to review. After review, the cards will be copied and mailed to Host for future follow-up or thank you cards.
8. Attendance is free for Members; not-yet-members fee is \$5.00 at the door.

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Date of Business After-Hours: \_\_\_\_\_

Your Company Name: \_\_\_\_\_

Company Representative: \_\_\_\_\_

Location: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

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