



### **Business After Hours Guidelines**

The Greater Hewitt Chamber's Business After Hours is a popular, well-attended event that offers a chance for attendees to network and enjoy food, fun and fellowship while you receive a unique opportunity to showcase your business and introduce your goods or services and staff to fellow chamber members. The event is casual with no set agenda, and guests are welcome to come and go at their convenience. Payment is required at time of reservation to secure your space, and the 2020 Business After Hours rate is \$265 (optional printed/mailed postcard invitation service available at \$600).

**\*The chamber schedules up to and no more than two Business After Hours sponsors per month.**

- **To get the most of your event, we suggest the following:**
- Event time is 5:00 p.m. to 7:00 p.m.
- Sponsoring member provides and arranges food/beverages for guests
- Guests do not expect a full meal, and buffet style including finger foods / appetizers are popular
- If guest(s) remain on-site after 7:00 p.m., we encourage management to thank guest(s) for supporting your event and the function activities have come to a close.
- If providing alcohol, we encourage your management team to monitor drink consumption and have a system in place to track beverages consumed (e.g., Guests receive two tickets at door, bartender)
- Announce a last call for food/drinks at 6:45 p.m.
- Door prizes: Most sponsors provide 3-5 prizes (ex: \$15 - \$25 gift card, wine, services from your business, etc.)
- Average BAH event attendance is 75 to 100
- Please contact chamber staff if a formal agenda is preferred
- Employees of sponsoring member are suggested to engage with guests and clearly designate Business After Hours area(s)

These events book quickly with many reserving months in advance, so please call 254-666-1200 for availability. Once reserved, the staff will send the sponsor a confirmation letter with the date and address confirmed, and the chamber will begin promoting the event.

We appreciate your support and interest in sponsoring a Business After Hours!

#### **GHCOG STAFF CONTACTS**

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