



BUSINESS AFTER HOURS SPONSORSHIP PACKAGE

HOST RESPONSIBILITIES

The host company is responsible for the following:

- Host must close business to the public by 4:30 pm and remain closed until 7:00 pm
- Ensure adequate parking for guests
- Provide facility, food*, wine, and beer and soft drinks** for approximately 150 guests.
 - ❖ Food services/catering must be arranged through a Chamber member only and Chamber Events Manager notified before arrangements are made. Members may not be solicited for donations.
 - ❖ Champagne Beverage Co. and Jim Carey Distributing Group each donates 5 cases of beer; PepsiAmericas and La. Coca-Cola Bottling Co. each donates 5 cases of soft drinks. The chamber staff will initiate requests for donations from beverage companies Coca-Cola and Pepsi. However, the host business must arrange to pick up drink donations from PepsiAmericas. Coca-Cola Bottling Co., Champagne Beverage Co. and Jim Carey Distributing will deliver drinks to the business.
- Ice and containers to chill beer and soft drinks
- Utensils, plates, napkins, cups, decorations, etc.
- A registration table with 2 chairs, a small nametag table and a wastebasket
- Company signage or display for the host business
- A short bio of the host representative and/or a summary of services/products offered by host business
- Be prepared to give 3-5 minute introduction of business, services, background & staff at approximately 5:45 pm.
- Door prize(s) if available

Businesses are allowed to co-host the event with one other Chamber member. Chamber Events Manager must be notified of the co-hosting arrangement at the time of booking and give one contact person's name to verify plans. Only one host will receive an invoice for the full sponsorship amount. Co-hosts are responsible for negotiating shared financial arrangements between themselves.

CHAMBER RESPONSIBILITIES

- Perform site visit to host facility and review set up and responsibilities with host.
- Plan program and agenda.
- Provide staff to handle registration until 6:00 pm. One staff member will remain on hand until 6:30 pm.
- Provide nametags for attendees.
- Collect business cards from attendees and provide host(s) with copies after the event.
- Announce the event to all members on chamber website calendar and in Chamber Updates.
- Feature a photo of the host(s) on the chamber website and provide host(s) with copy of photo.

Sponsor Planning Checklist

Up to 6 months before:

- Reserve the date with the Chamber staff.
- Make an appointment with Chamber Events Coordinator for a site-visit to review details and ask any questions.
- Pay non-refundable \$500 deposit to Chamber to guarantee the date.
- Notify your staff or co-workers of the date and begin discussing ideas for the event.
- Hire or reserve a Chamber member restaurant to cater the event. *(Note: Restaurants should not be solicited by the host to donate food for any Chamber event. However, they may be interested in co-hosting the event to share some of the cost involved.)* *Complete list of members available on our website: www.sttammanychamber.org

Up to 3 months before:

- Arrange for rental of any equipment, tables, tents, etc. for the event.
- Decide whether you will serve wine or other beverages (beer and soft drinks are provided).
- Decide who you want to represent your business for the program presentation. The host is given three to five minutes to introduce their business, staff and give a brief description of your products or services.
- Order or gather any marketing materials to display or giveaway to attendees.
- Pay the sponsorship balance of \$1000 to the Chamber 60 days prior to the event. (must be paid prior to event)
- Review final details with Chamber staff. Program agenda will be sent to host(s) one week prior to the event. **See attached sample

Optional:

- Decide whether you will hire a band or DJ for entertainment.
- Obtain door prize(s) to be given away at the end of the program.
- Send invitations and/or guest passes to clients, friends, and family you would like to attend. The Chamber will notify all members and a printed invitation is not necessary.

(Note: Without a guest pass or invitation, your guests will be charged the admission fee. Your employees will not be charged. See attached sample)

**BUSINESS AFTER HOURS
SAMPLE AGENDA****

- 5:00 pm Registration & Networking Begin
- 5:45 pm I. Welcome Chamber Chairman or CEO
- II. Introductions Chamber Chairman or CEO
- III. Host: Representative, Company Name
Speaks on behalf of company (3-5 minutes)
- IV. Chamber Minute/Announcements Chamber Chairman or CEO
Thank You's: Beverage Donors & other contributors
Upcoming Chamber Events
- IV. Door Prize Drawings Chamber Chairman and Host
- 6:00 pm Networking continues

**BUSINESS AFTER HOURS
SAMPLE INVITATION***

ABC Corporation
invites you to attend a
St. Tammany West Chamber of Commerce
Business After Hours
Wednesday, January 1, 2010
5:00-7:00 pm
100 Main Street, City
\$5 members
\$10 non-members

**Note: "St. Tammany West Chamber of Commerce" must be used on the invitation and any other publicity sent by the host exactly as stated above. The Chamber logo is available upon request.*

SPONSORSHIP AGREEMENT

**Please complete form and return to Kellye Donnelly.
The undersigned hereby contracts with the St. Tammany West Chamber of Commerce to sponsor
Business After Hours according to the specifications listed above.**

“Business After Hours” Hosting Fee: \$1,500.00

*\$500 non-refundable deposit required to reserve the date
Balance of \$1000 must be paid 60 days prior to the event*

For more information, contact Kellye Donnelly at (985)892-3216 x28 or
kellye@sttammanychamber.org

Company: _____

Contact Person: _____

Signature: _____

Date of Event: _____

Method of Payment: Check V/MC/AMEX Invoice

Card Number: _____ **Exp:** _____