



I. Benefits of Hosting Business After Hours

The West Orange Chamber Business After Hours (BAH) has traditionally been a very popular and well-attended function over the years. *Business After Hours* provides an outstanding evening of fun, food, and fellowship between Chamber members and their guests. With a chance to network, make new friends, and meet potential customers, hosting a *Business After Hours* is a unique opportunity to showcase your business. This is a perfect opportunity to introduce your particular products and/or services to fellow chamber members.

One of the obvious benefits of hosting a *Business After Hours* is **name exposure**. Your event will be listed in a variety of places including but not limited to the Orlando Sentinel Newspaper calendar section, WOCC website, Facebook page, Twitter, West Orange Times Newspaper, Lifestyle Magazine and in our weekly E-Publications. In addition, the invite for your event will be emailed out to our Chamber membership. After the event is over we submit a sponsor photo to The West Orange Times and Southwest Bulletin. We will also include this photo in a Chamber E-Publication, on our website and all of the photos from the evening will be put in an album on our Facebook page.

Another notable benefit of being a sponsor is that we will mail you all of the attendee business cards that we collect at the event! We also will give you an online database with all current chamber member addresses (a \$100 value, free).

All BAH requests go before the BAH committee for review and suggestions in making this a First Class Event. Since we have several requests and up to 10 months available, space and time is limited. The Committee chooses the requests on a first come first served basis and is generally booked at least one year in advance.

II. Sponsorship Investment

The sponsorship cost to host a BAH is \$600 plus the cost of your food and beverage. Multiple Chamber members may co-sponsor a BAH and share in the sponsorship investment.

III. Time Line:

1 Year: Choose the available months for your event. At the time of initial booking a deposit of \$100.00 is required.

3 Months: Invoice of remaining balance.

2 months: Verification of remaining balance paid or final date for cancellation. If cancellation is made after the 3-month date, the host forfeits the \$100.00 deposit.

2 months: Site visit at proposed BAH location with Business After Hours Committee rep or Chamber staff member to:

- Preview Location
- Discuss Parking
- Address PA System & Reception Area
- Theme & Food Choices
- Invitation concept and design

6 Weeks: Final event details provided to the Chamber to complete BAH invitation. Info to be submitted:

Theme, menu, door prizes, networking game, sponsor address designee, parking instructions, sponsor logo, additional sponsor info and/or pictures that may be used.

- 4 Weeks: Invite emailed out to Chamber members.
- 1 Week: Chamber reports to host the approximate amount of guests.

Additional Guidelines and Procedures for Hosting a Business After Hours

1. **Invitations** – Invitations are designed and emailed by the Chamber to Chamber members at the end of the month preceding your BAH.
2. **Food** – Food should consist of heavy hors ‘d oeuvres. We suggest some hot and some cold selections. **The Chamber requires that only current Chamber members be contracted for food service.** The Chamber will provide you with a list of current member restaurants, caterers and grocers for you to select from. Food and beverage should be ready to serve at 5:00 p.m.
3. **Beverages** – Beverages must include **beer, wine**, soft drinks and water, ready to serve at 5:00 p.m.
4. **RSVP List** – The Chamber takes the RSVP’s and can give an approximate head count 2 days prior to event.
5. **Parking** - You must have parking for a minimum of 100 cars, and should have a facility for a minimum of 150 people.
6. **Pricing** – The Chamber will charge a \$5.00 advance payment admission fee for attendees to come to your event and \$10.00 per person at the door. Only Chamber staff will collect money at the event. The revenue from the event stays within the Chamber.
7. **Themes** – Themed events are festive and attractive to Chamber Members. Please let the Chamber know what you are planning as the Theme so it can be incorporated in the invitations.
8. **Entertainment** – Entertainment is welcome but not necessary. Most themed BAH have coordinating entertainment. Ask us for ideas!
9. **Door Prizes** – Door prizes are also attractions to the BAH. Most local businesses will provide you with door prizes for the BAH for recognition at the event if you ask them ahead of time. Or, you can provide goods and services from your business. A minimum of 4 items at a value of \$25.00 each or more is required to be provided by the sponsor for BAH.
10. **Set Up & Equipment** – You will need to have your space ready by 4:30 p.m. the day of the BAH. Please provide two tables and 4 chairs for registration and name tags at the entrance of your business. Chamber staff and ambassadors will register guests here and pass out name tags. The Chamber will provide the sound system if you indicate ahead of time that you do not have one.
10. **Program** –Mid way through the event, Chamber President, Stina D’Uva, will welcome the BAH attendees, thank you as the host and your company. She will also make Chamber related announcements and turn the floor over to your spokesperson for a sponsor address. Once announcements are through door prizes will be given out.
11. **Weather Contingencies** – If you are holding an outside BAH, you should have a rain plan in place and notify the Chamber of your rain plan so we can properly inform the membership.
12. **General Liability Requirements** – You must have general liability insurance.

Please sign and date below indicating that you understand the BAH guidelines and return to the Chamber with your \$100 deposit.

Signature of BAH Sponsor

Signature of WOCC representative

Print Name Date

Print Name Date

Company Name Contact phone

Email Address