

Chamber Networking Breakfast Guidelines

- 1) The Breakfast Group fee is \$50 year. This covers overhead costs and coffee.
- 2) You must be a Chamber member to be a member of the Breakfast Group and up to date on dues. If you have any questions about your dues contact the Chamber at (719) 481-3282 or nathan@trilakeschamber.com.
- 3) Your company may join the Breakfast Group. Please note this membership is good for one seat. You cannot bring multiple people unless you have multiple breakfast memberships. You can, however, have different people rotating the one seat.
- 4) You must register for each breakfast. Registration will close at 5:00 p.m. the Wednesday prior to the breakfast.
- 5) No walk-ins allowed.
- 6) If you invite a guest, they must register also. No guest walk-ins allowed.
- 7) If you do not receive an email confirmation for registration, the registration did not go through. Please email julie@tri-lakeschamber.com or call (719) 481-3282 to get registered.
- 8) Please let us know in advance if you registered but are not able to attend.
- 9) Please do not park ANYWHERE across from our west side parking lot. Those spaces, including The Ice Cave spaces are for Black Forest Foods. There is a public parking lot just down the alley from The Chamber.
- 10) Each attendee is allowed about a minute for a commercial about anything they want (talking about themselves, their company, a referral you received, business you did with someone else in the Breakfast Group, etc.).
- 11) If you are not receiving the Breakfast Group emails, please let Julie know so this can be addressed.

Speaker's Responsibility

- 1) Speakers must be a member of the Breakfast Group for 6 months before they can sign up to be a speaker.
- 2) Speakers must be a member in good standing (current with Chamber dues and the Breakfast Group dues). In addition, speaker must have attended at least 50% of the meetings in the previous 6 months.
- 3) Speakers cannot sign up to speak more than once a year due to the size of the Breakfast Group.
- 4) Speakers may talk for 20 minutes and address questions for 5 minutes.
- 5) Speaker may test technology prior to breakfast. Please schedule a time with Julie to do this.
- 6) Speaker provides breakfast for the group. Speaker can bring any type of breakfast. Minimum expectation is bagels, cream cheese, and fruit or yogurt. However, a breakfast casserole, breakfast burritos or other hot foods are very much appreciated by the group. You may show off your cooking skills or at least your ability to read a recipe. The Chamber provides coffee and water, but speaker may also bring juice.
- 7) Food must be ready at 7:30 a.m.
- 8) Speakers are asked to help clean up as well, which includes loading dishwasher, putting food away or taking food home, and wiping down counters, tables, and chairs.
- 9) Most people only get a chance to speak every 12-18 months. Make the most of it and your time.
- 10) To get on the schedule to speak, email julie@tri-lakeschamber.com.
- 11) If speaking- you may bring others from your company that day. Please register them.

Protocols for last minute speaker fill ins when a speaker must cancel.

- 1) First group of people to be contacted are those who are already scheduled to speak. They may choose to speak earlier on the calendar.
- 2) Second group of people contacted are current attending members (within the last 6 months).
- 3) Third group of people contacted is everyone else in the breakfast group.
- 4) Each group will be given 24 hours minimum to respond, depending on the time frame before the breakfast.
- 5) If a speaker cancels 24-48 hours prior to the breakfast, all rules are out the window. We will email our need to everyone at once.

Agenda

6:45am – Doors to the Chamber are opened by staff so hosts can prepare breakfast

7:30am – Attendees arrive, get drinks/food, network

7:45am –The 1 minute commercials begin

8:10am – Coffee Break, networking

8:25am – Presentation

8:55am – Announcements

9:00am – Event done, but attendees may stay and talk

Tips on how to make the most of this networking experience

- 1) Follow the guidelines.
- 2) Schedule one on ones with other members, either right after the breakfast or at another time.
- 3) Do business with others in the group.
- 4) Refer other members of the group.