



**TRI-LAKES**  
CHAMBER OF COMMERCE  
ECONOMIC DEVELOPMENT  
VISITOR CENTER

## **Business After Hours – Monthly**

**EVENT:** Business After Hours  
**DATE:** \_\_\_\_\_, 5:00 – 7:00 pm, set-up by 4:30pm  
**LOCATION:** \_\_\_\_\_  
**INVESTMENT:** Catering and drinks paid by Host(s)  
**PARTICIPATION:** 100-120 people

### **DESCRIPTION:**

Business After Hours (BAH) is a very popular monthly networking event. Each month a different Chamber member holds it at their location. This allows the member to showcase what they do best to a large audience. Attending a few Business After Hours prior to your own gives you time to develop your game plan for your own successful event. The sky is the limit, and you may even pick a theme or provide entertainment.

### **GUIDELINES**

1. Host(s) must be a Chamber member in good standing.
2. Plan on an approximate attendance of 100-120 people. If your business will not accommodate this size group or is located in an inconvenient location, you may want to team up with another member business.
3. Host(s) is responsible for providing **complimentary** food and refreshments. (See page 2 for more information).
4. The host(s) will supply at least two door prizes. Please provide a list of what they are so we may promote them.
5. The Chamber will approve all advertising and promotional information.
6. When promoting your Business After Hours, you must refer to it as “Chamber Business After Hours.” This wording must appear on any invitations that you send out. We highly encourage you to invite your own guests, clients, etc. Any of your guests may attend at no charge. It would be helpful if you provide us with a list ahead of time of who might be attending. This speeds up check-in for your guests.
7. The Chamber will provide name tags and sign-in sheets. Chamber ambassadors will act as greeters to welcome guests, have them sign in, and will serve as alcohol pourers unless the location has their own liquor license or has hired their own licensed servers.
8. If you have a large sound system already, please let us know. Otherwise, we can bring one.



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### **Food Sponsor:**

- Food must be more than ordinary finger foods like pretzels and chips.
- A selection of warm and cold items should be offered.
- We suggest using small plates to help with portion sizes and to prevent you from running out of food too quickly.
- **If the host(s) does not normally serve food, please consider using a Chamber member for catering and/or alcohol.** For a list of caterers, please contact the Chamber.

### **Beverage Sponsor:**

Below is what you as the beverage sponsor are responsible for providing. Plan on 100-120 people – but we will keep you informed as it gets closer.

- Cups for beer/wine (12 oz for beer/ 9 oz cup for wine)
- Bottled water – Approximately 60
- Non-alcoholic drinks if you choose.
- Canned beer or small keg (Pikes Peak Brewing usually hooks us up well if you want to do a small keg) – enough for 30ish beer drinkers (Approximately 55 cans)
- 9 bottles of red wine-no Merlot. Cabernet or red blends are popular.
- 8 bottles of white wine-one sweet-no Chardonnay. Pinot Grigio is popular (The Wine Seller hooks us up well on wine.)
- Canned cocktails are also popular now- this is an option – not expected.
- Tub or ice chest with ice to keep beverages cold.
- 2 donations for door prize drawing at event (wine or liquor or gift certificates are common donations).

You will be publicly thanked as a sponsor on our event promotional platforms, publicly thanked at the event and will get a couple of minutes of microphone time prior to the give aways at the event.



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This agreement is to host the **Business After Hours** for the month of \_\_\_\_\_.

Date:

Host:

Event Contact:

Phone Number / Email:

Host:

Event Contact:

Phone Number / Email:

Location Address:

**I have read and acknowledge the guidelines of hosting Business After Hours.**

SIGNED:

\_\_\_\_\_  
Member Host

\_\_\_\_\_  
Chamber of Commerce President

\_\_\_\_\_  
Member Host