



GUIDELINES

Chamber Networking Breakfast

- 1) The cost to join the Breakfast Group is \$40/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 Laura 719-481-3282 or laura@trilakeschamber.com.
- 3) Your company can join the Breakfast Group, but it is only good for one seat. You cannot bring multiple people unless you have multiple Breakfast memberships. You can however, have different people rotating that one seat, it does not have to be the same person each time.
- 4) You must register for each breakfast. Registration will close at 5pm the day before 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. Then, please email Laura, or you may call, to get registered.
- 8) Please let us know in advance if you registered but are not able to make it.
- 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) If you are later than 7:45am, you are to take a seat immediately. You will be given a chance to get your coffee and food at the coffee break. This will cut down on the interruptions of those speaking.
- 11) Everyone is given 30 seconds for a commercial about anything they want, such as talking about themselves, the company, a referral you got, business you did with someone else in the Breakfast Group, etc. The 30 seconds is timed.
- 12) When the meeting is done please do not leave anything on the tables such as; plates, cups, water bottles, or handouts. Put in the kitchen what needs to be cleaned and recycled or throw away the other things.
- 13) If you are not receiving the Breakfast Group emails, please let Laura know so we can make sure you are getting the announcements.

Speakers Responsibility

- 1) You must be a member of the Breakfast Group for 6 months before you can sign up to be a speaker.
- 2) You must be a member in good standing which means you are current with your Chamber dues and the Breakfast Group dues. In addition, you must have attended at least 50% of the meetings in the previous 6 months.
- 3) You cannot sign up to speak more than once a year due to the size of the Breakfast Group.

- 4) You are given 8 min to speak and 2 min for questions, or 10 min to speak and may address questions individually after the breakfast
- 5) We will use 5 min and 1 min signage to help you manage your time, based on the 8 min times.
- 6) Practice your presentation out loud. It takes longer to say words than it does to read them to yourself. This is to assure you get in the important points and not run out of time at the end.
- 7) You are responsible for providing ½ of the breakfast. You are to arrange who is bringing what with the other speaker. You can bring what you want but should not be less than bagels, cream cheese and fruit or yogurt. However, a breakfast casserole, breakfast burritos or other hot foods are very much appreciated by the group. Show off your cooking skills or at least your ability to read a recipe. We provide coffee and water, but you can bring juice if you would like also.
- 8) Food must be ready at 7:30 am sharp.
- 9) Speakers are responsible for cleaning up as well, which includes loading dishwasher, putting food away or taking food home, and wiping down counters, tables and chairs.
- 10) It is a long morning, but most people only get a chance to speak every 12-18 months. Make the most of it and your time.
- 11) To get on the schedule, email laura@trilakeschamber.com.
- 12) If speaking you can bring others from your company that day, but they need to be registered also.

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

- 1) First group of people contacted are those who are already scheduled to speak, to see if they want to speak sooner.
- 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 hour 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 be emailing out our needs 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 – You are to be in your seats. The 30 second commercials begin
- 8:10am – Coffee Break, networking
- 8:25am – Presentation #1
- 8:40am – Presentation #2
- 8:55am – Announcements
- 9:00am – Event done, but can stay to 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.