

DICKINSON AREA CHAMBER OF COMMERCE BUSINESS AFTER HOURS SPONSOR GUIDELINES

The Dickinson Area Chamber of Commerce Business After Hours is one of the best networking events in the area. Hosted by a different Chamber member each month, this event offers people an opportunity to mingle in a relaxed setting while making valuable professional connections.

Benefits of Sponsoring:

- Showcase your business, product or service to 100+ peers
- Name and logo promoted to hundreds of members by email, social media and website.
- Event information listed on our website, and posted on Facebook.
- Your business will receive an article and picture summarizing the event in the Chamber newsletter
- Photos posted on the Chamber's Facebook page. 1,000 photo views is the average after an event!

Where to Start:

Choose a Date: Contact the Dickinson Area Chamber of Commerce and decide on a date for your event. (Tuesday is preferable)

Venue Requirements:

- 1.) **Accommodations for 120 people (attendance is generally 80 to 120)**
- 2.) **Ample parking**
- 3.) **Door Prize – As much as you would like to give**
- 4.) **Food:** We ask that you provide at least hors d'oeuvres and coordinate with the venue or caterer directly if necessary.
- 5.) **Beverages:** We suggest you provide at least soda and water. Providing alcoholic beverages and/or a cash bar is up to you.
- 6.) **Door Prizes:** Door prizes are suggested and are at the discretion of the sponsor. Door prizes are chosen at random from business cards submitted into a box at registration.
- 7.) **Self-Promotion:** Opportunity to display signs, decorations, handouts, door prizes at the event.

Dickinson Area Chamber of Commerce Responsibilities:

Invitation: Create invitation and email to *hundreds* of members 2 weeks prior to the event, include full-page flyer in the monthly Chamber Newsletter, post on Facebook and list on our website.

RSVP's: The Chamber will handle RSVPs from members and guests and provide sponsor with final attendance count

Create nametags for members/guests that register by the deadline.

At the event: Staff will arrive 30 minutes prior to the event. We also handle all registration tasks, collect business cards for door prize drawings, take photos of attendees and sponsor(s) at event to post on Facebook and host a 50/50 raffle.

Reserve your month now!

Contact the Dickinson Area Chamber Alliance

Suzanne Larson, Chamber Director 906-774-2002 ext. 1

