

DICKINSON AREA CHAMBER



BUSINESS AFTER HOURS Agreement for:

Business Name _____

Email _____

Representative/Contact _____

Phone number _____

In order to ensure your event is successful, we have created a checklist for you. Please read and fill in the date and venue. Where there is a checkbox, please initial stating that you understand your responsibilities for the event. Suzanne Larson, Chamber Executive Director, will sign at the bottom on the Chamber's behalf.

Choose a Date:

I would like to host my event on Tuesday, (Date): _____

Venue:

I will host my event at _____
I understand if there is fee involved it is my responsibility to pay it as well as any food/beverage cost that may occur.

~**Accommodations** for 120 people (attendance is generally 80 to 120)

~**Ample Parking**

~**Door Prizes** are suggested but are at the discretion of the sponsor. Door prize winners are chosen at random from business cards submitted at registration

~**Food:** We ask that you provide at least hors d'oeuvres and coordinate with the venue to cater directly if necessary

~**Beverages:** We suggest you provide soda and water, at a minimum. Providing alcoholic beverages and/or a cash bar is your choice

~**Self-Promotion:** Opportunity to display signs, decorations and handouts at the event

I understand the above listed requirements for the venue.

Dickinson Area Chamber of Commerce Responsibilities:

~**Invitation:** Create invitation and email to hundreds of members 2 weeks prior to the event, include an ad in the 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 who register

~**At the event:** Staff will arrive 30 minutes prior to the event to set up for registration. We collect business cards for door prize drawings, take photos of attendees and sponsors at the event to post on Facebook and host a 50/50 raffle.

As the Chamber Director, I will assist you in making your event successful by providing the above services. If there is anything else you need, please do not hesitate to call me at 906-828-3389!

Suzanne Larson, Chamber Executive Director

Date

