

# DICKINSON AREA CHAMBER



OF COMMERCE  
*Better Together!*

## BUSINESS AFTER HOURS Agreement for:

Business Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Best Phone Number \_\_\_\_\_

Email \_\_\_\_\_

**PLEASE TYPE—THIS FORM IS FILLABLE!**

By hosting Business After Hours, you have the opportunity to showcase your business or choose another location to promote your business. In order to ensure your event is successful, we have created a checklist for you. Please read below expectations and fill in the venue where you would like to host your event. Where there is a box, please initial stating that you understand your responsibilities for the event. Suzanne Larson, Chamber Director, will sign at the bottom on the Chamber's behalf.

### Event Date:

Our event will be held on Tuesday, (Date): \_\_\_\_\_ from 5:00 pm to 6:30 pm.

### Venue:

I will host my event at \_\_\_\_\_  
I understand if there is a fee involved it is my responsibility to pay it as well as any food/beverage cost that may be incurred. **It is my responsibility to call and reserve the venue.**

~**Accommodations** for up to 120 people (attendance is generally 80-100)

~**Ample Parking**

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

~**Food/Beverage:** We ask that you provide at least hors d'oeuvres and coordinate with the venue to cater directly if necessary. We suggest that you provide soda and water with alcoholic beverages as a cash bar basis, it's your choice.

~**Seating:** We ask that you provide at least one table of seating for those who are not able to stand for the entire time.

By signing below, I understand my obligations and responsibilities to host Business After Hours

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

### 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 link to sign up on our website

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

~**Create Name tags** for members/guests who register

~**At the event:** Staff will arrive 30 minutes prior to the event to set up for registration. We will collect business cards for door prize drawings, take photos of attendees and sponsors at the event to post on Facebook and our website as well as 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 The Chamber at 906-774-2002!

\_\_\_\_\_  
Suzanne Larson, Chamber Director

\_\_\_\_\_  
Date

DICKINSON AREA  
CHAMBER



OF COMMERCE  
*Better Together!*