



## Host Guidelines & Application for *BUSINESS AFTER HOURS*

The following guidelines will help you in staging your Colorado Springs Chamber of Commerce & EDC Business After Hours (BAH) networking after-hours mixer, and as a statement of responsibilities for both the Chamber & EDC and your organization. The purpose of this contract and the guidelines is to cultivate and enhance the program of the networking mixer.

The official starting time of the BAH is 5:00 p.m. All preparations must be completed no later than 4:30 p.m. At least one member of the Chamber & EDC staff will schedule a walk-through of the event space at least a week prior to the BAH. The Chamber & EDC staff and ambassadors will arrive between 4 and 5 p.m. the day of the BAH. Additional Host staff are encouraged to be at the event and will be admitted for free.

### RESPONSIBILITIES

I. The Host (your business) will provide:

- a) Food and beverages for at least 65-85 people. At least one alcoholic and one non-alcoholic beverage should be served. Attendees will receive one free drink ticket upon admission. Napkins, plates, utensils, and trash containers will also need to be provided. If your business (or the event venue) has a liquor license, you may charge for alcoholic beverages after guests use 2 free drink tickets. If you do not have a liquor license, the bar must be Hosted by a caterer. If hiring a caterer, please choose from a member of the Chamber of Commerce & EDC, if possible. *Hosts are reminded that the quality of food/type of food served will reflect on their organization in the view of the attendees.*
- b) Adequate facilities to accommodate at least 100 people standing. The goal of this event is to encourage people to network, so we would prefer tall cocktail tables with or without seats.
- c) Parking options for at least 85 cars.
- d) Two door prizes, values of at least \$25 each, to give away in a raffle. \*
- e) Two tables that the Chamber & EDC can use for registration by the front where guests enter.
- f) PA system for a crowd. However, if you do not have a PA system, this can be provided by the Chamber & EDC.
- g) The Chamber & EDC will provide the Host marketing materials to help promote the event to the community. The Host is required to at the least post, email, or share the event information to their own audiences via email or social media.

*\* Business cards received from guests for the door prizes will be given to the Host for follow-up purposes.*

II. The Chamber & EDC will provide:

- a) The scheduling of the time and date for the Business After Hours mixer. Note that the BAH is usually set for the 3<sup>rd</sup> Thursday of the month from 5-7 p.m.
- b) Design and distribution of Business After Hours electronic invitations to all members (over 6,700 people) through email and social media outlets. Other publicity given through the Events Update newsletter and listing on the Chamber & EDC website.
- c) Staffing for greeters and registration.

- d) Drink tickets, raffle bowl, and Business After Hours signage.
- e) Coordination and staging of "Introductions & Greetings." The Chamber & EDC will stage a short break in the BAH at 5:45 p.m. This includes welcome remarks from the Chamber & EDC and the Host business, distribution of new Chamber & EDC member plaques, and raffle drawing for the door prizes.

REVENUES

All proceeds from admission to the event will be retained by the Chamber & EDC. All revenue generated from a cash bar will be retained by the Host organization. Please remember that each attendee receives two free drink tickets upon arrival.

-----Please see next page for Application-----



## Host Application for *BUSINESS AFTER HOURS*

Please sign and email a copy of this completed request form to [emitchell@cscedc.com](mailto:emitchell@cscedc.com). Emma Mitchell will respond and confirm your event.

CANCELLATION POLICY: If, for any reason, a Host must cancel, this notification must be given to the Chamber & EDC no later than 60 days prior (2 MONTHS) before the scheduled date.

Host organization: \_\_\_\_\_

Address: \_\_\_\_\_

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

Contact Phone: \_\_\_\_\_ Contact Email: \_\_\_\_\_

Month Requesting: \_\_\_\_\_ Is this flexible?      Yes      No

What do you hope to achieve by Hosting a Business After Hours?

What about your event would be attractive to Chamber & EDC members?

Is there anything else specific that you want attendees to know about your company or the event itself?

Do you have capacity in your space to Host 100 people (standing)?      Yes      No



Number of parking spaces available for guests: \_\_\_\_\_

Where will guests park?

Do you have a PA system, or do you need the Chamber & EDC to provide one?      Yes      No

Do you need a recommendation for a caterer?      Yes      No

Host: \_\_\_\_\_

*Signature*

Date: \_\_\_\_\_