



Business After Hours Information Sheet

What: A *Business After Hours* is an informal get-together for Chamber members and others to get acquainted in a casual social setting. The event is co-sponsored by a Chamber member business and the Chamber of Commerce. Formal programs or presentations are not a part of a *Business After Hours*. Events which provide alcoholic beverages, (cash bar or provided by host), seem to be more popular & better attended.

Where: If the sponsor's place of business can accommodate a group of at least 100 people, holding the event there is preferable for obvious reasons.. In that case, refreshments are catered from the outside. It is customary to serve beer and wine. The business owner may obtain a single day license, or may elect to provide the beverages free of charge, which is usually the case. Some sponsors use another place, usually a commercial establishment, which can provide both a bar and hors d'oeuvres, although a "neutral" site such as the art center is also possible.

When: *Business After Hours* is held the last Wednesday of the month except November's is held the first Wednesday of December to not interfere with the holidays. They usually last 2 hours, from 5:00PM-7:00PM, depending on the wishes of the sponsor.

50/50 raffle: The Ambassadors of Delta County will conduct a 50/50 raffle with the permission of the host. Half of the proceeds go to the winner and half go to the Ambassadors to support their community work. Hosts may chose not to allow this if they prefer.

Door Prizes: Offering door prizes at the event is strictly at the discretion of the sponsor. The history of the event has shown that attendance generally increases when door prizes are promoted as part of the event.

Cosponsors: Cosponsors are here to help and make business after hours a fun and entertaining time. Only Chamber member business's may cosponsor or be involved with Business After Hours.

How are guests notified?

- The *Business After Hours* is publicized by the Chamber in the weekly e-newsletter, *Shorelines*.
- A flyer, produced by the sponsor, can be inserted in the *E-mail blasts*, which is published weekly.
- Some businesses wish to do their own mailing. The Chamber provides a set of labels to the sponsor at no charge. If you wish to send a flyer out to your customers and the Chamber members, the Chamber can produce the flyer and send it out. The Chamber will need to know at least two weeks in advance if you want us to do it. We will charge you for the postage. The flyer must go out at least one week before *Business After Hours* if you send it yourself.
- A press release is sent by the Chamber to the local media to appear the Saturday before the event. A second press release is placed for the Tuesday before the event.

Additional assistance from the Chamber:

- If the sponsor requests, the Chamber will make any or all of the arrangements including reservations, and catering arrangements.
- Nametags, raffle drawing tickets, raffle drum, and registration staffing are also available from the Chamber.

The Delta County Area Chamber of Commerce reserves the right to make a final decision on host, location, and schedule availability.