



Business after Hours **Guidelines**

Purpose:

The purpose of the *Business after Hours* is to allow Chamber members to meet one another, to introduce new and prospective members, to network and promote businesses in a relaxed social atmosphere. The following guidelines will assist sponsorship and facilitation of a *Business after Hours* event.

Day/Time:

A *Business after Hours* is scheduled most every month, usually on a Wednesday evening, from 5:30 - 7:00 pm

Agenda:

There is typically no formal agenda, however at approximately 6:15pm the Chamber President will take a few moments to introduce the sponsor, thank guests and members and give the sponsor the opportunity to say a few words to promote their establishment.

Hosting:

The offer to host a *Business after Hours* is limited to Chamber members only. *Business after Hours* is a Chamber function provided for the enjoyment of its members and prospective members. Each host is encouraged to display business materials, conduct tours and/or provide door prizes which represent/promote theirs or other's business. Cost to sponsor a *Business after Hours* is \$500.00

Door Prizes:

Awards of door prizes are the responsibility of the host and can also be solicited from other Chamber members. They may include an item with a company logo or a gift certificate for example. Some sponsors choose not to include this activity; however this is up to the host. Pulling a door prize allows the sponsor to collect business cards in a fish bowl and also provides a quiet time for introduction of sponsors and announcements. This usually takes place around 6:45pm.

Check In:

All attendees check in and obtain a nametag, so a table or counter should be set-aside for this purpose. The Chamber supplies all sign-in materials and nametags.

Food:

Hosts are responsible for the choice of food and beverage which usually includes hot and/or cold hors d'oeuvres, alcoholic beverages (beer & wine) and soft drinks and water. Every attempt will be made to determine in advance the number of guests expected to attend. The average attendance is approximately 40-80 people and the Chamber will be happy to recommend a member who can provide food and alcohol.

Weather:

If a *Business after Hours* is arranged for outdoors, a backup arrangement (tent, indoor location) is required in case of inclement weather. If it is snowing, a member of the Chamber staff will contact the sponsor to make a determination during the afternoon as to the cancellation.

Publicity:

The Chamber will send out invitations, publicize the event on the Chamber's website, in the weekly "Tuesday at Two" email newsletter and at other chamber events, post to online event calendars and send announcements to the local newspapers. The host is also encouraged to invite guests to attend the event as well and we do request a list of your invited guests in addition to your employees that will be attending so that we are prepared at the event.



**MetroWest Chamber of Commerce
Business after Hours – Host Request Form**

At the MetroWest Chamber, there is often a waiting list of businesses interested in hosting an *After Hours*. Please complete the following information and we will add you to the list. Please contact Patty Danos or Deb Seeley at 508-879-5600 if you have any questions.

Company:													
Primary Contact:													
Email:													
Phone:													
Have you attended a MetroWest After Hours?													
When would you prefer to host an After Hours?	<p>Select as many as apply:</p> <table border="0"> <tr> <td><input type="checkbox"/> January</td> <td><input type="checkbox"/> February</td> <td><input type="checkbox"/> March</td> </tr> <tr> <td><input type="checkbox"/> April</td> <td><input type="checkbox"/> May</td> <td><input type="checkbox"/> June</td> </tr> <tr> <td><input type="checkbox"/> July</td> <td><input type="checkbox"/> August</td> <td><input type="checkbox"/> September</td> </tr> <tr> <td><input type="checkbox"/> October</td> <td><input type="checkbox"/> November</td> <td><input type="checkbox"/> December</td> </tr> </table>	<input type="checkbox"/> January	<input type="checkbox"/> February	<input type="checkbox"/> March	<input type="checkbox"/> April	<input type="checkbox"/> May	<input type="checkbox"/> June	<input type="checkbox"/> July	<input type="checkbox"/> August	<input type="checkbox"/> September	<input type="checkbox"/> October	<input type="checkbox"/> November	<input type="checkbox"/> December
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<input type="checkbox"/> October	<input type="checkbox"/> November	<input type="checkbox"/> December											
Do you need a list of members who can provide food and alcohol?													
Are there enough parking spaces? Where should people park?													
Would you be interested in partnering with another Chamber member?													