



Business After Hours

by **alamance chamber™**

#AccessNetworking

Host Selection Criteria

Business After Hours is an opportunity to showcase your business. This event is hosted by a member business the last Tuesday of each month with the exception of January, June, July, November and December. Its purpose is to provide a networking opportunity for chamber members, as well as provide member businesses a forum to publicize their products/services and gain information for potential contacts.

Host Eligibility

- **Host Selection Process:**

In September each year, the Chamber will solicit active members in good standing to host the upcoming year's events. This process begins with an email from the Chamber to membership. First solicitation will go to the current tier level that qualifies to host. Hosts will be selected in priority order starting with priority given to new hosts. A new host is defined as a member business that has never hosted this event before. Next priority will be given to businesses that have not hosted in the past year.

- **Hosting Frequency:**

Members are eligible to host every other year.

- **Alternate Host List:**

Event dates will be filled on a first come first serve basis. Once all available event dates are filled, businesses that express interest in hosting a Business After Hours event will be placed on an alternate list. This list will only be used in that current year.

- **Eligible Membership Tiers:**

Members in the Executive, President, and Chairman level membership tiers are eligible to host Business After Hours. Members in the Business level tier will be required to upgrade to the Executive level tier before applying to host.

Event Structure

- **Intentional Networking Activity:**

Each Business After Hours event will feature a networking activity that will encourage attendees to connect with people they have never met before. This activity will run from the start of the event at 5:00 p.m. to the program at 6:15 p.m. The Chamber will provide name tags, networking supplies and volunteers to facilitate the networking activity.

- **Program:**

At 6:15 p.m., a Chamber representative will welcome everyone, announce new members and introduce your company representative to offer remarks. Door prizes are also awarded at this time. Door prize winners will be drawn from raffle tickets distributed during the networking activity. The host will provide one to three items to give as door prizes for a drawing.

Information & Requirements for a Successful Business After Hours

- The member will be charged a \$250 host fee. Payment is due by the first of the month of your scheduled event.
- The number of attendees is typically 80 - 100 people.
- The Chamber will promote Business After Hours, include the invitation on our website, our monthly electronic newsletter - *Access More Monthly*, social media, and provide blank name-tags on the night of the event.
- Host businesses will serve a variety of light and heavy hors d'oeuvres (average is 10 per person), and offer alcoholic and non-alcoholic beverages (average is 2 per person per hour). This cost is the responsibility of the host.
- Host businesses will provide one to three door prizes.
- Hosts are encouraged to organize and coordinate Business After Hours using ideas that it feels will work for the business. The Chamber encourages the use of Chamber Member vendors for the event, although this is not required. A list of Chamber members can be provided if requested.
- The Chamber requires hosts to provide a certificate of insurance. This certificate should include: general host liability, host liquor liability, and name the Alamance Chamber as additionally insured. This form should be available through your insurance provider. If you have any questions, contact the Chamber. Please submit the form with your signed contract.
- It is important to consider the number of attendees when determining the location for your Business After Hours. Most companies wish to conduct the event at their business site. Be sure you have the appropriate space and parking for 80-100 people. As a courtesy to neighboring businesses, please provide parking attendants or hire police to guide traffic if parking must occur on the street or in a distant lot.
- Set up a table for registration and have someone from your company available to greet guests. The Chamber will provide volunteers to work the registration table.
- Business After Hours is a monthly event and will take place rain or shine. Please plan for an indoor event.

