



## **Guidelines to a Successful Business After Hours (BAH):**

### **Purpose**

1. Allows host to showcase their business/organization to the business community.
2. Offers Chamber members a chance to convene and network in an informal, relaxed environment.

### **Host Guidelines**

1. \$500 fee to host Business After Hours.
2. Takes place on the first Thursday of each month from 5:00 p.m. - 6:30 p.m. Event should be ready by 4:45 p.m.
3. The event is normally held at the host's place of business. Therefore, the space must be adequate to accommodate the expected membership of 85 - 100 people (including parking) for each event. If space is not adequate, tents are recommended. If space must be leased, the cost will be responsibility of the host. Event may be co-sponsored, and the cost will be assessed proportionately.
4. All food, beverages (beer, wine, and soft drinks/water) are to be provided in sufficient quantities (60 - 70 people for food and 85 - 100 people for beverages) for 1 1/2 hours. A Chamber staff will reach out prior to the event with an updated guest count. **\*\*Hosts are highly encouraged to utilize the services of a Chamber Member for the catering of your event. Please visit [www.greenvillenc.org](http://www.greenvillenc.org) for most up to date list of Chamber Member Caterers.\*\***
5. For liability purposes, alcohol service must end promptly at 6:30 p.m.
6. Third parties who are invited (friends, family, customers, etc.) are the responsibility of the host and must be invited accordingly.
7. Hosts are encouraged to provide a door prize for participants. This allows for the host to advertise and to obtain business cards of those members who attend to use for future contacts.
8. Hosts are responsible for providing (1) table, (1) chair, (1) small wastebasket, along with adequate space for guest registration.
9. Displays of products and/or services are encouraged. Promotional information, literature, catalogs, brochures, etc. can be beneficial in educating members and winning new customers.
10. Upon reservation, host will pay the \$500 host fee, due within 14 business days. All cancellations must be made no later than 90 business days prior to the event. **\*\*No refunds will be given if cancellation is made after this time\*\***

### **Chamber Responsibilities**

1. Publicize and promote your BAH on Greenville-Pitt Chamber of Commerce's marketing platforms including, but not limited to social media, Chamber event page and the bi-monthly newsletter.
2. Provide post-event coverage on social media.
3. Coordinate Registration - Chamber Staff/Ambassadors will greet guests, provide name tags and assist with registration.
4. Provide host with all business cards collected at registration for the door prize drawing.
5. The Chairman of the Board or his/her designee will serve as the emcee of the event.
6. All Chamber members are invited to BAH. This includes all employees. Chamber members may bring a guest (free of charge) who may be a prospective member. Guests can attend up to a maximum of (2) BAH events.
7. The presenting sponsor for all Business After Hours will speak at each event and introduce the host's speaker.