



BUSINESS AFTER HOURS

Phone (317) 888.4856

www.GreenwoodChamber.com

Fax (317) 865.2609

What is Business after Hours? Business After Hours (BAH) is an early evening networking event held at your place of business from 4 to 6:00 p.m. typically on the third Thursday of the designated month. Average BAH attendance is 60-80 people. The purpose of a BAH is to provide a valuable business networking opportunity for Aspire members and investors to expose them to Aspire businesses. This is an unstructured networking event with no formal program. (Aspire staff will conduct announcements and door prizes at 5:15 p.m.)

What do you get from hosting a BAH? In a word, EXPOSURE! This is a huge marketing opportunity for your business! By hosting an Aspire BAH you can:

- Host 60-80 Aspire members and investors (potential clients) at your business
- Educate Aspire members and investors about where your business is located
- Display and/or distribute information and samples of your services and products to all the attendees
- Introduce yourself and give a brief explanation of your products or services at the microphone in front of a captive audience
- Allow Aspire members and investors to meet the people behind the names and logos (you and your staff!)
- Keep the 60-80 attendee business cards from the door prize bowl
- Project a positive image of your company to the business community
- Maximize your marketing funds by spending money on an event that draws potential clients INTO your business location!

How do you host one? This is your time to shine! You arrange all the details for the event, including:

- Determining an optional theme
- Hors d'oeuvres, refreshments, and beverages
- Printing and mailing the postcard invitations
- Securing and/or donating door prizes
- Event set-up including renting any desired tables, linens, chairs, decorations

What does Aspire do? First and foremost, Aspire is here as an advisor to make sure the event is a success. Specifically for the event, Aspire will:

- Staff the registration table and provide the name tags and door prize entry bowl
- Provide you with a list of Aspire members and investors of restaurants/caterers
- Promote your BAH on our website and in our newsletter
- Take all advanced RSVPs

Questions? If you have questions or comments please contact the Aspire office: (317) 888.4856





BUSINESS AFTER HOURS

Aspire **2020 Business After Hours**

Business After Hours (BAH) is a monthly networking event held at your place of business from 4 to 6:00 p.m. on the third Thursday of the month. Average BAH attendance is 60-80 people. The purpose of a BAH is to provide a valuable business networking opportunity for Aspire members and investors to expose them to Alliance businesses. Hosting a BAH is a time for your business to shine! Your business arranges the event with Aspire as an advisor.

The following guidelines must be met in order to host a BAH:

- The host must be an active Aspire member in good standing.
- The BAH location space should accommodate 60-80 people.
- The BAH location must provide adequate parking arrangements for 60-80 attendees.
- The host is responsible for adequate food and beverages for 60-80 attendees.
- BAH food and beverages must be provided by an Aspire member or investor in good standing. The BAH Committee will consider applicants who are under contractual obligation with non member food/beverage provider(s).
- Door prizes can be donated from your own business or other businesses.
- The host is responsible for supplying two tables, chairs, and a small trash can for registration/check-in.
- The host is responsible for any other rental costs that might be incurred such as but not limited to: cocktail tables, linens, sound system, and other equipment or items needed/desired.
- The host acknowledges the 2020 Business After Hours series will be sponsored by 1-2 companies to be announced and Aspire reserves the right to place 2-4 promotional tables at your Business After Hours (number dependent upon space; host reserves the right to determine non-competitor status).

If you are interested in hosting please complete the BAH Host Application Form and return it to the Aspire office. The BAH Committee has the final approval for selecting and assigning dates for Aspire Business After Hours. Aspire reserves the right to conduct site inspections before selecting hosts. Preference may be given to applicants who did not host the previous year.

For further information or questions, please contact the Chamber at (317) 888.4856 or Stacie@greenwoodchamber.com



BUSINESS AFTER HOURS

2020 HOST APPLICATION

Company Name _____

Contact Name _____ Title _____

Email Address _____

Phone _____ Fax _____

Second Contact _____ Title _____

Street Address (where you will hold the event) _____

1. Have you hosted a BAH before? YES or NO If yes, most recent month/year: _____

2. Rank season preference 1 thru 3: _____ Winter _____ Spring _____ Fall (no BAH in Feb, Apr, June, July, Aug, Sept, Dec)

3. Are you contractually obligated to use a specific food/beverage provider that is not an Aspire
Member or investor? YES or NO If yes, list caterer: _____

4. Special considerations / Comments / Your BAH ideas for consideration _____

(USE ADDITIONAL SHEETS IF NECESSARY)

5. I have read and understand the guidelines. I acknowledge that the Aspire BAH Committee has final approval of all BAH hosts and dates. I also acknowledge that the completion and submission of this form does not guarantee I will be chosen to host a BAH in 2020.

SIGNATURE OF CONTACT

DATE

6. Submit application to Aspire by October 25, 2019.

Fax: (317) 865.2609

Email: stacie@greenwoodchamber.com

