



CHAMBER CONNECTIONS

SPONSOR INFORMATION & GUIDELINES

PURPOSE

TO ENHANCE MEMBERSHIP DEVELOPMENT & RETENTION BY PROVIDING THE OPPORTUNITY TO NETWORK WITH OTHER BUSINESS PROFESSIONALS & SHOWCASE YOUR BUSINESS

EVENT TIMELINE

CONNECTIONS ARE HOSTED AT CHAMBER MEMBER LOCATIONS EVERY FRIDAY (EXCEPT JANUARY & JULY) 7:30-8:30AM
TYPICAL ATTENDANCE IS 30-40 PEOPLE

- 7:15AM** CHAMBER STAFF & VOLUNTEERS ARRIVE
- 7:30AM** GUESTS BEGIN ARRIVING & NETWORKING
- 7:45AM** CIRCLE TIME & HOST PRESENTATION (8-10 MINUTES)
- 8:30AM** DRAWING FOR DOOR PRIZES (MUST BE PRESENT TO WIN!)

RESERVATIONS & INVESTMENT

CONNECTIONS ARE SPONSORED BY CHAMBER MEMBERS ON A FIRST COME, FIRST SERVED BASIS. THE INVESTMENT IS \$125.

HOST RESPONSIBILITIES

- **SET UP & CLEAN UP** - CONSIDER A LIMITED TABLES & CHAIRS TO ENCOURAGE MOVEMENT & NETWORKING
- **LIGHT BREAKFAST & COFFEE** - PROVIDE COFFEE & WATER. BREAKFAST IS OPTIONAL. PLEASE SUPPORT A CHAMBER MEMBER CATERER.
- **DOOR PRIZES & REGISTRATION** - PROVIDE A REGISTRATION TABLE NEAR THE ENTRANCE. HOSTS ARE ENCOURAGED TO GIVE AWAY DOOR PRIZES SUCH AS PROMOTIONAL ITEMS OR GIFT CERTIFICATES TO SHOWCASE YOUR BUSINESS!
- **INVITES** - CONSIDER ATTENDING THE CONNECTION A WEEK PRIOR TO INVITE EVERYONE TO YOUR EVENT

CHAMBER RESPONSIBILITIES

- ARRANGE VOLUNTEERS TO GREET GUESTS & MANAGE REGISTRATION
- PROVIDE DOOR PRIZE BOX & COLLECT BUSINESS CARDS TO BE GIVEN TO THE HOST FOR FOLLOW UPS
- SCHEDULE A VOLUNTEER EMCEE TO FACILITATE A SMALL PROGRAM & DOOR PRIZE SELECTION
- PROMOTE THE EVENT IN CHAMBER COMMUNICATIONS: SOCIAL MEDIA, E-NEWS, & WEBSITE



RESERVE YOUR CONNECTION  jtanner@willmarareachamber.com