

# HYPE Mixer Hosting Request Form 2017



Thank you for considering hosting a Healdsburg Young Professionals & Entrepreneurs Mixer. HYPE is a group of young local business owners & professionals who care about Healdsburg. The purpose of our mixers is to provide professional networking and development. Each mixer begins with casual networking and concludes with a guest speaker.

## General HYPE Mixer Host Guidelines:

Facility (may be outdoors if weather permits) must accommodate a minimum of 15 attendees comfortably. The host agrees to use fellow Healdsburg Chamber or HYPE members for catering and beverage needs whenever possible. **For insurance reasons, only Healdsburg Chamber of Commerce members are permitted to host a HYPE mixer.**

## The host provides:

- Wine (you may opt to provide beer as well);
- Non-alcoholic beverage (soda or water);
- Assortment of hors d'oeuvres & appetizers;
- Cups, glassware and/or plastic ware;
- Napkins, plates, utensils, tablecloths
- Something to be given as a door prize

Responsible hospitality: to prevent over consumption, designate an individual to pour the alcoholic beverages and stop pouring promptly at 7:00 pm. Chamber staff and HYPE board and members cannot pour the beverages.

Admission to HYPE mixers for HYPE members is free. Admission for non-HYPE members is \$10. The admission fees go to HYPE and the host is not responsible for collecting money.

If applicable, we encourage you to have your cash register open for business during the event for your retail sales.

Event time is 5:30 p.m. to 7:00 p.m.

## HYPE Provides the Following:

- Networking activities and a chance for everyone to ask or share something.
- Event publicity (Chamber Newsletter, E-mail Updates, Event Calendars, Facebook, Google +, Twitter, etc.)
- Check-in materials, name tags, sign in sheets.
- An opportunity to speak about your business for 3 to 4 minutes, introduce staff, and mention any specials you may be offering that night. In some cases, tours of the facilities are appropriate.

Circle your availability (Mixers are held the last Thursday of the month):

Feb. 23

Apr. 27

June 29

Sept. 28

Oct. 26

Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Business: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number(s): \_\_\_\_\_

Fax: \_\_\_\_\_

Email Address: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Return this form completed to Aleena  
At the Healdsburg Chamber of Commerce Office

217 Healdsburg Avenue  
Healdsburg, CA 95448

Or email it to  
[Aleena@healdsburg.com](mailto:Aleena@healdsburg.com)

For questions call (707) 433-6935

For more information on HYPE visit  
[www.healdsburg.com/hype](http://www.healdsburg.com/hype)