

Business After Hours / Business Before Hours Guidelines & Host Agreement

Thank you for your interest in hosting a Greater Claremont Chamber of Commerce Business After Hours / Business Before Hours event. These events are exciting business social events that provide an excellent opportunity for Chamber members and prospective members to network, establish and renew relationships. This is also an opportunity for the host to showcase their business and/or celebrate a special occasion or anniversary.

Business After Hours are generally held on a monthly basis, 5:30 pm until 7:00 pm at host's business or selected venue. Chamber staff will work with host to select a mutually agreed upon date. Every effort will be made to avoid scheduling conflicts with other community events. The same process is followed for Business Before Hours events which typically run from 7:30 am to 9:00 am.

Every effort is made to schedule these events well in advance. The calendar for the following year is typically finalized in December, so please plan accordingly. Chamber staff will brief each host when scheduling the event. Hosts will sign a "Hosting Agreement" that they have been briefed, have read all materials provided, and understand their responsibilities.

Advantages of Hosting

There are a number of benefits to hosting a Business After Hours or Business Before Hours event. Here are some:

- The Chamber will provide awareness and exposure for the Host through promotions of the event.
- The event provides an opportunity to showcase your establishment to a variety of active area business people.
- With the option to invite any guests they would like, Hosts can use the event as a way to strengthen existing relationships.
- Engaged guests will have an interest in learning more about the Hosts establishment and opportunities to collaborate may develop.
- Opportunity to network and promote your business in a relaxed social atmosphere.

Typical Event Program

During the 1.5 hour event, this standard program is generally followed:

- registration time,
- networking time,
- introduction of host,
- host remarks,
- recognition of new members and other special guests,
- door prize drawing, and
- wrap-up/closing remarks

Host Responsibilities:

Up to one year prior to event:

- Host must be and remain a Chamber Member in good standing.
- The host is responsible for obtaining applicable insurance and licenses for the event.
- Ensure your business information including description and contacts are up to date with the Chamber as they may be used in promoting the event.

At Least 4 Months Prior to Event:

- Provide the Chamber with your company logo for promotional purposes.
- Ensure the Chamber's Executive Director is aware of your general plans for the event, especially co-hosting, themes, etc. Remember, the sooner you inform the Chamber of event details, the more that can be included in invitations / announcements which have the potential to increase attendance.
- Provide handicap accessible location with adequate parking for 30-50 vehicles. If the location is not at the host business, the selected venue must be approved by Chamber Board.
- Provide hors d'oeuvres and beverages for expected guests. Consider easy to handle finger foods as guests will likely not be sitting to eat.
- Consider some sort of entertainment, music, slideshow of with company information, etc.

At Least 2 Months Prior to Event:

- Host is encouraged to invite their own customers and vendors. Postal mailing addresses for Chamber Members are available at the request of the host.

At Least 1 Month Prior to Event:

- Provide a prize for the drawing. This can be a basket of goodies, a product you sell, a gift card to your establishment, etc. Once you know what you will raffle, inform the Chamber so that information can be included in marketing the event. Solicitation of donations of these items for you BAH/BBH is not allowed.

In Time for Event:

- Make personal phone calls reminding people of Business After Hours / Business Before Hours the day before the event
- Provide appropriate signage at your venue so guests can find the event room easily.
- Consider setting up a table with company information, pamphlets, products, etc. for guests to peruse. You may also like to offer tours of your facility – attendees enjoy a behind the scenes peek!
- Consider facilitating a networking activity to encourage interaction. You can speak with the Executive Director for ideas.
- Host should prepare brief remarks for the event to include a welcome, company promotion, company news, product information, etc.
- Provide a registration table with a container for attendees to drop in their business card for the drawing(s).

Chamber Responsibilities:

- Send electronic invitation for event to all Chamber members and encourage attendance.
- Include event announcement in emails, social media, other events etc.
- Manage registrations and keep host informed of headcount.
- Manage ticket charges for guests who are not Chamber Members or invited by host.
- Provide information to Host such as number of registered guests, catering options, etc.
- Greet and check-in guests at the event
- In the event of a need to cancel due to inclement weather, emergency situation, etc., work with Host to inform registrants.
- Upon request, provide host with a list of Chamber Members for postal invitations and / or event attendees following the event.
- Work with Host to develop a press release promoting the success of the event and announcing the next Business After Hours / Business Before Hours event.



Business After Hours / Business Before Hours Host Agreement

Date _____

Host/Business Name _____

Contact Name _____

Event Location _____

Event Date _____

Event Time _____

Contact Address _____

Contact Email _____

Contact Phone _____

_____ agrees to host the _____
(Business Name) (Date)

Business After Hours / Business Before Hours event.

Sign here to indicate a commitment and understanding of the responsibilities associated with hosting the event:

Host Signature _____ Date _____

Chamber Board/Staff Signature _____ Date _____

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