



# SAHBA Member Sponsored Mixer

## Request Form & Agreement

Member Information			
Company Name:		Event Date:	
Event Contact:		Contact Phone:	
Event Location:		Contact Email:	
Event Start and Finish Time(s):			
Event Details			
<input type="checkbox"/>	Food and Beverage Description:		
<input type="checkbox"/>	Room or Venue Description:		
<input type="checkbox"/>	Membership Presentation Description:		
<input type="checkbox"/>	Other:		
Responsibilities			
Member Responsibilities:		SAHBA Responsibilities:	
<input type="checkbox"/>	Provide venue (adequate for min. 50 people)	<input type="checkbox"/>	Promote mixer via Weekly Update and on SAHBA.org
<input type="checkbox"/>	Send venue details to SAHBA to promote event	<input type="checkbox"/>	Create registration link on SAHBA website
<input type="checkbox"/>	Promote mixer	<input type="checkbox"/>	Provide RSVP list to member prior to event
<input type="checkbox"/>	Provide food and beverage	<input type="checkbox"/>	Association Representative Will Attend Mixer and Speak Briefly About Association News
<input type="checkbox"/>	Provide check-in and registration services (including name tags)		
<input type="checkbox"/>	Introductory remarks and/or brief presentation		
<input type="checkbox"/>	Any necessary audio & video equipment		
<input type="checkbox"/>	Ensure adequate event staffing		
Acknowledgement of Agreement			
<p><b>NOTE:</b> Mixers are unique opportunities for SAHBA member companies to host a free networking event for SAHBA members and promote their products and/or services. Host assumes all costs and liability with hosting the event. At least two planning meetings with SAHBA staff, prior to the event are necessary for a successful event. The SAHBA President reserves the right to withdraw SAHBA's endorsement should the host not uphold the responsibilities outlined in this agreement.</p> <ul style="list-style-type: none"> <li>Members who have not hosted a mixer within the last two years will be given preference.</li> <li>Members who have been a member for more than a year will be given preference.</li> </ul>			
Member Signature		Date	
SAHBA Signature		Date	