



## BENICIA CHAMBER OF COMMERCE 2018 MIXER HOST REQUEST

Held once a month, Chamber Mixers provide the host an opportunity to showcase their business and Chamber members two hours of power networking to stay in tune with the business community. These informal events are held at different businesses around Benicia from 5:30 to 7:30 p.m. on a Thursday evening, typically the 3rd Thursday of the month.



I want to increase my visibility and showcase my business by hosting a 2018 Chamber Business After Hours Mixer

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

Name: \_\_\_\_\_

Company: \_\_\_\_\_

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

Phone: \_\_\_\_\_

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

**Month Requested:**

1<sup>st</sup> Choice: \_\_\_\_\_ Year: \_\_\_\_\_

2<sup>nd</sup> Choice: \_\_\_\_\_ Year: \_\_\_\_\_

I would like to co-host with:

\_\_\_\_\_

Location, if other than my place of business:

\_\_\_\_\_

▶ SEE HOST GUIDELINES ON PAGE 2

PLEASE COMPLETE THIS PAGE AND RETURN TO:

Benicia Chamber of Commerce • 601 First Street, Suite 100, Benicia CA 94510  
707-745-2120 • beniciachamber@aol.com • info@beniciachamber.com  
www.beniciachamber.com

## *Business After Hours Host Guidelines*

### GENERAL INFORMATION:

We appreciate your support and interest in hosting a Chamber mixer with the Benicia Chamber of Commerce. This is an excellent opportunity to showcase your business, promote your goods and services to other Chamber members, meet prospective clients, and build relationships with business people from small, mid-size, and large companies.

Business After Hours are designed to provide a relaxed, informal gathering of Chamber business members after regular business hours and are typically held the third Thursday of each month from 5:30–7:30 p.m. The monthly events are hosted by a Benicia Chamber member in good standing (membership dues are current), and are usually conducted at the host company's place of business.

The location must be in Benicia, adequately and safely accommodate up to 75 attendees, and have ample parking! If your location is not large enough, please consider partnering with another Chamber member that has a larger space. Chamber businesses located outside of Benicia may co-host with a Chamber member located in Benicia.

Chamber Ambassadors assist at the monthly events by greeting and welcoming guests, as well as sell beer and wine tickets (\$4 each, or three for \$10) and non-alcoholic beverages (\$2 each). The host company and their employees must purchase drink tickets if they will be consuming beverages. For liability purposes and because proceeds collected from Bar sales support the Chamber, **WE RESPECTFULLY ASK THAT THE HOST BUSINESS AND/OR THEIR INVITED GUESTS DO NOT PROVIDE OR MAKE AVAILABLE THEIR OWN BEVERAGES, INCLUDING WATER.**

Business cards are collected from attendees for the door prize drawing and are the property of the Chamber of Commerce, however, following a mixer, the host company will be provided with copies of the cards collected so that you may follow up and generate new business for your company. Typically, the host company's employees and Chamber Ambassadors do not participate in the business card drawing, but it is at your discretion to invite them to do so.

### RESPONSIBILITIES OF HOST BUSINESS

- \* Once your sponsorship date is confirmed, please email your company logo in JPEG or PDF format to the Chamber office (beniciachamber@aol.com) for inclusion in our promotional materials and on our website.
- \* Provide Chamber with written permission on your business letterhead, addressed to the Department of Alcoholic Beverage Control, to sell alcoholic beverages at your place of business. Sample wording will be provided in advance.
- \* To ensure a successful event, we encourage you to invite your employees, top customers and business colleagues to attend. As this is a business networking event, **ADULTS ONLY**, please.
- \* Provide heavy appetizers and adequate serving space for approximately 50- 75 people. For your convenience, a list of Chamber-member caterers is available. Host company provides napkins, small plates and utensils as needed.
- \* Provide **an accessible area or table for beverages**, where melting ice or spills won't damage flooring. The Chamber Ambassadors set up the bar area and serve drinks at this location.
- \* Provide a **table and two chairs near the entrance** of your business for guests to register.
- \* Provide several waste baskets or garbage cans throughout the area.
- \* Provide a minimum of **three (3)** door prizes. These may be from you or donated by your suppliers and/or customers.
- \* Provide a **table or counter space near an electrical outlet to display door prizes and set up of a PA system.**
- \* If you have never attended a Business After Hours prior to hosting, we encourage you to attend at least one to show your support of other host companies and to familiarize yourself with the event process.

### RESPONSIBILITIES OF CHAMBER STAFF & AMBASSADORS

- Prepare and mail Business After Hours invitation to the membership; promote event using various forms of media.
- Obtain the liquor license
- Purchase and deliver beverages, ice, and bar supplies
- Greet and Welcome guests
- Collect business cards and issue nametags
- Sell drink tickets
- Set-up the bar, bartend, and close-up the bar