



BUSINESS AFTER HOURS OUTLINE

What is Business After Hours (BAH)?

- These are popular events that the Oregon Area Chamber helps promote for member businesses. A Business After Hours is a business / social gathering of Chamber Members and their guests at your business or chosen location. The main benefit of sponsoring a Business After Hours event is the exposure your business receives from the program.

Reasons to host a BAH:

- New Chamber Investor
- Opening a New Business
- Bought an Existing Location
- Remodeled Business Location
- Networking with other Members

Here are a few expectations of BAH hosts. Please review the list to ensure your event is set up for success.

- **LOCATION:** Hosts are to provide a location for the BAH
- **DATE & TIME:** OAC BAH events are only available on Monday, Tuesday, and Wednesdays from 4:30 pm to 6:30 pm.
- **FOOD:** Hosts are advised to provide heavy appetizers, suggesting both hot and cold selections based on the number of attendees. OAC encourages hosts to work with only current Chamber Members for food services, but this is not required. Refreshments and appetizers are the hosts responsibility. It is up to you on how elaborate you would like to be.
- **ALCOHOL:** Serving alcohol at your event is not necessary, but can be a nice touch. Generally beer and wine is all that is needed. *Be sure to check with your town's liquor commissioner on expectations, licenses, and requirements.*
- **DOOR PRIZE:** Hosts are suggested to provide a door prize: company product, company promo items or a gift certificate.
- **INFORMATION:** Hosts should have promotional information and displays for guests to take at their convenience. If you are not hosting at your business location please provide a display of your business / items / services.
-



- **TOUR:** Include a tour of your business / organization. If you choose to give a tour, be sure to have knowledgeable employees conduct the tour. *Tours should be limited to 15 minutes.*
- **WEATHER:** If you are hosting your BAH outside, please be sure to have additional arrangements available for inclement weather.
- **PREPARED SPEECH:** As host, please be sure to have a brief commercial about your business prepared. This is an opportunity to give everyone information about your company.
- **INVITES:** Host is required to give OAC the event details, provide company logo, and any other additional information 1 month before BAH date for advertising purposes. OAC will create a Facebook Event, promote on their Friday Focus, and send a personal email invitation to all available contacts. As a host, please be sure to also promote as an event on facebook, send information to all employees, members, directors, your best customers & and to those that you are seeking to become your customers.
- **PHOTOS:** Have an employee take pictures of your BAH. This is your time to shine, everything is content! If no one is available please specify in your application and we will take care of it.
- **SPECIAL:** Hosts can run a certain special just for attendees of the BAH to get more attendance. *Advertise this within the event details.*

EVENT TIPS / CHECKLIST:

6-8 Weeks Prior to Event

- Set goals you wish to achieve. Is it your intent to create an awareness of a new location, service or product? Do you want to conduct business at this event?
- Arrange for a location. Generally, this is your place of business. Consider where guests will park, enter, and mingle. Depending on your parking situation, you may need to have a parking attendant and/or signage for additional parking areas.
- Provide promotional information to the OAC office at least 4 (Four) weeks prior to the event. The more information that you provide, the better the promotion of your event will be.
- OAC will send out your BAH event as a Facebook Event, promote on their Friday Focus, and send a personal email invitation to all available contacts and add to the community calendar. If you would like to send out special invitations to your customers or suppliers, please do so. Make plans to mail invitations out



approximately 3-4 weeks prior to the event if you are sending physical invitations.

- Take that extra step and advertise in your correspondence.
- Arrange for refreshments / catering and / or bar service (if alcohol is to be served.)
- Be sure to request that all guests respond and register for events to obtain an estimated headcount.

1 Week / Day of Event

- Please let your employees know of the event, what you expect of them and explain the format.
- Arrange for members to view your business, see what products or services you offer .
- Please limit any tours to 15 minutes.
- In preparation of the event itself, take care of housekeeping. Consider the climate for that day. Have the air conditioning set for warm, summer months and the heat for the cold, winter months at a comfortable level. Have a coat rack available if possible.
- Make sure caters and bars are set up in plenty of time. Some guests will arrive early. You may even consider inviting some of your special guests early to give them personalized attention before everyone else arrives.
- It is a good idea to label food being served in case someone has an allergy.
- Encourage networking by providing tables and limit seating for interacting.
- As host, to get maximum exposure, you may want to be available to greet guests as they are registering or entering the main area.
- Provide at least one table for registration. *Provide name tags or labels*
- Depending on the size of your location, you may want to arrange for a quality sound system to make your welcome announcement, announce door prizes and thank your guests.
- Provide a list of VIP's for you to use for mailing labels.
- The OAC will send out information reminders on your BAH on socials and via text to board and committees.

Thank you for hosting an Oregon Area Chamber Business After Hours event. We hope these tips will be helpful and as always please reach out to us if you have any questions!



BUSINESS AFTER HOURS CONTRACT

Tentative

Date: _____ **Hours:** _____ **Location:** _____

We extend a warm welcome to you and your company as Business After Hours, hosts for the The Oregon Area Chamber of Commerce! Our goal is to help you, as an event sponsor, get the most out of your hosting experience with the least amount of effort and cost to your business.

I, and _____, have read and understand the suggestions and expectations provided in the Business After Hours Outline. *Initial:* _____ As a Host, I and _____ will ensure that the suggestions and expectation provided in the Business After Hours Outline have and will be executed to the best of our capabilities. *Initial:* _____ We ensure that our facility has provided a restroom for guests to use. *Initial:* _____ We ensure that we have provided safe and ample parking for the anticipated number of attendees. *Initial:* _____ We have provided the Oregon Area Chamber with the necessary content and materials as stated in the BAH Outline. *Initial:* _____

Host will provide Door Prizes: <input type="checkbox"/> Yes <input type="checkbox"/> No	Host will provide a photographer: <input type="checkbox"/> Yes <input type="checkbox"/> No
---	--

Name of Business: _____

Signature of Host Representative: _____ Date: _____

Address: _____

Contact Information: (Email & Phone) _____

Chamber Executive Director Signature: _____ Date: _____