

Business After Hours Information

Congratulations! If you are reading this, you want to take the opportunity to open your doors to showcase your business and host Chamber members! We appreciate the opportunity to drive new foot traffic to your location and hope the following information is helpful to you. Of course, the Chamber staff is also available to answer questions and connect you to vendors.

What is a Business After Hours?

Business After Hours offers members, prospective members, customers, and guests the chance to network in an engaging, unique atmosphere.

These events are held on the second Thursday of each month, from 5:00 - 7:00 PM. As the host, you are showcasing your business and presenting guests an opportunity to converse with business community members, and each and every month the event is distinctive to the hosting business.



What are the benefits of hosting?

By hosting a Business After Hours, you can:

- Introduce Chamber Members to your business
- Publicize your business within the local community
- Gain name recognition through listings on the Chamber's, calendar, Facebook, and newsletter
- Familiarize Chamber members and business owners with your products/services
- Provide an opportunity for Chamber members and business owners to visit your physical location
- Grow your customer base and friend-raise
- Generate possible leads and sales from attendees and those who heard about it

What does the Chamber do for Business After Hours?

The Chamber will gladly invite its Board of Directors and the membership to attend, promote your event through our online calendar, Facebook page, and the chamber's electronic newsletter. We will also welcome attendees, provide nametags, collect business cards for your drawing, and provide a format for gathering guest information. Of course, we will also introduce you to the guests, as well as take photos to share with you and publish on social media.



What does it cost to host?

The fee to host is \$100. Any other expenses associated with food & beverage, novelty items, door prizes, etc., are at the discretion and cost of the host. You are also responsible to provide some type of door prize at your event, as we will draw a business card from the attendees. From a gift card or gift basket to offering your services, most any prize is a good prize in the eyes of the lucky winner, but we suggest you put some thought into what you offer. Many times, you can offer something that others in attendance will want from you as well, and they will come back to purchase it.

Things to consider about your After Hours:

Your Remarks or Speech: This is typically done after the Chamber representative has gathered the group's attention and introduced you as the host. Please limit your speech to three minutes.

Creating a Unique Event: Many businesses choose to add a door prize, party favor or product/service sample, signature drink, themed décor or other extra touches. Hosting a drawing will help you gather business card to include in your database.

Food & Beverage: Consider providing food that can be eaten in a single, or at most, two bites. Avoid items which drop, ooze, are likely to become stuck in guest's teeth, or are difficult to politely chew and swallow. If high-top tables or some seating isn't available, opt for grab-n-go options and steer clear of complicated, plated foods which require utensils. We also encourage hosts to utilize local caterers or restaurants/food trucks. The Chamber is happy to provide referrals based on what you're looking for—simply check the box on the reservation form and make any notes on specifics.

If you choose to serve alcoholic beverages, it is your responsibility to secure a Banquet Permit from Washington State Liquor Control Board. The cost is \$10 and the application is available online at lcb.wa.gov/licensing/online-banquet-permit. We do ask that any alcoholic drinks are served in cups rather than original cans/bottles. This will help your photos turn out great! An assortment of beer and wine is typical and hosts usually serve one red wine, one white wine, and a couple of beer options (at least one light).

Special Invitations: As a host of an After Hours, you may request a Chamber Member mailing list if you would like to mail a special invitation to the entire membership. And/or you may wish to extend an invitation to your existing customers, supporters, or other special guests.

Who Will Attend: The Chamber will extend an invitation to members of the Chamber Board and Ambassadors. Typically, 25-40 people from the general membership attend the event.

What have others done to make their event unique:

- Sent a special invitation to the entire Chamber membership
- Sent a special direct mail piece to area residents and/or non-member businesses
- Invited lots of clients, employees, and/or board directors from their organization
- Invited corporate staff from out-of-town corporate headquarters
- Offered complimentary appetizers and beverages from fancy to simple.
- Invited sports or business mascots and superheroes in costumes
- Gave free samples of their product or services
- Gave door prizes or other give-a-ways
- Decorated with balloons, banners, lights, etc.



Business After Hours Application

To ensure that these events are successful:

- Business After Hours should be scheduled at least 30 days prior to requested month/date. If possible, payment must be received at that time to secure your reservation
- The Chamber accepts joint business After Hours, especially if a business does not have a physical location.
- Sponsors of your event are allowed and will be recognized on printed, electronic membership invite, and at event.

Requested Month/Year: _____

Alternate Month/Year: _____

Company Name: _____

Contact Name: _____

Contact Phone: _____ Contact Email: _____

Location Address: _____

Who is speaking for your company (please include names and titles):

Event Details (include theme, special door prizes, event only offers, etc.):

What can the Chamber to do for you?

- ☐ List of Chamber member caterers
☐ List of local media contacts

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