

# **Chamber Policy for Chamber After Hours**

## **Host (Cost & budget is at the discretion of the host)**

- The host must be a chamber member in good standing.
- The host will be responsible for all food and drinks, plus beer and wine, and the cost incurred for those items, for the attending guests (an average of about 75-100 people).
- The host should use other Oxford-Lafayette County Chamber of Commerce members as vendors when possible.
- The host will “host” After Hours at their location. However, the host space **MUST** be able to comfortably handle the 75-100 people.
- If the host cannot accommodate the predicted guests, the host will secure an alternate location for the After Hours to be held. The remote alternate location must also be a Chamber member. The alternate location may partner with the host to be co-hosts, however, the details of the co-host partnership are to be worked out between the two parties involved.
- The Chamber will send out a reminder e-mail weekly for at least two weeks prior to the event, and then on the day of the event. The Chamber will also send out reminder postcards to members without email addresses.
- The host’s name will be included on all reminder and notification materials regarding After Hours.
- The host may display any promotional materials desired, have staff on hand for questions, etc.
- The host may have two minutes on agenda to promote business verbally.
- The Chamber will be responsible for all door prizes; the host may choose to provide additional door prizes, but it is not required.

## **Sponsor (Cost: \$75)**

- The sponsor must be a chamber member in good standing.
- The cost of sponsorship is \$75, is payable to the Chamber of Commerce, and must be paid for in advance of the promotions going out.
- Sponsorship option is limited to one sponsor per month.
- Sponsorship option gives smaller businesses who may not be able to host a Chamber After Hours event another type of marketing opportunity with the event.
- The sponsor’s name will be included on all reminder and notification materials regarding After Hours.
- The sponsor may display any promotional materials desired, have staff on hand for questions, etc.
- The sponsor may have two minutes on agenda to promote business verbally.