

CHAMBER

AFTER HOURS NETWORKING

1st Thursday
of the Month

530pm—7pm

At Your Business

Host Responsibilities

- **Host Fee** (Choose from the following options. Payment must be received to secure your date on the calendar.)
 - **FREE**—One time hosting of event (based on availability)
 - **\$500**—Pick the date to host, and have first right to that same month the following year
 - **\$1,000**—Pick the date to host, and have first right to that same month the following year, and industry exclusivity
- Design & print a **postcard mailer** or invitation to promote the event and mail to our members 3 weeks prior. (Up to 1800 pieces plus postage. You may mail to all members or a partial list. The Chamber must approve artwork with Chamber logo 30 days before event.)
- **Food** for the event (Appetizers, snacks, hors d'oeuvres can be as simple or elaborate as you like for 150-200 people.)
- **Beverages** for the event (Complimentary beer or wine is recommended. Water or other non-alcoholic option should be available for guests. Check IDs for minors.)
- **Door Prizes** to be given away during the event are optional, but can increase event participation. (You may collect business cards for the drawing, ask attendees to fill out a short form/survey, or use 2-part tickets. Prizes can be anything, but should carry a value of at least \$25 each. It is recommended to have multiple drawings during the event.)
- As the host, you may distribute **promotional items, coupons, or information** about your business or conduct tours and/or demonstrations. (No other business may distribute promotional items or any materials other than business cards at the event.)
- Entertainment/music at the event is optional.

Chamber Responsibilities

- Provide mailing list for our 1700+ members
- List the event on the Chamber/Community Calendars on our website Amarillo-Chamber.org
- Create and promote an online event page through the Chamber Facebook page
- Promote the event on other Chamber social media sites including Twitter and Instagram
- Promote the event during our Chamber Minute radio segment on Fun 99.7 the week of the event
- Promote the event on the Chamber's Week's Sneak Peek page on our website for 2 weeks prior to the event
- Email a digital invitation to our 1700+ members (2500+ email addresses) the week of the event
- Assist with guest welcoming
- Provide peel-n-stick nametags for guests