



2010-2011 BUSINESS AFTER HOURS HOST APPLICATION

The Business After Hours is an exclusive benefit for Chamber members. Its purpose is to showcase a Chamber business' milestone, learn about the host company's economic impact on the community, provide members the opportunity to develop a local/regional business network, and to support the Chamber.

Thank you for your interest in hosting a future Business After Hours Event.
Please complete & return this application for consideration.

Company Name: _____

Contact Person: _____ Email: _____

Address: _____

Telephone: _____ Fax: _____

ABOUT HOSTING

- Business After Hours is scheduled on the third Thursday of the month from 5:30 – 7:30 p.m. unless otherwise approved or specified.
- A Business After Hours event may be hosted by one organization, co-hosted by two, or sponsored by a group of businesses within a building or neighborhood.
- Business After Hours hosting fee is \$300. Payment due upon receipt of invoice. Written cancellations must be submitted to the Chamber office 60 days prior to the event to be eligible for a full refund. Cancellations after that date will be subjected to a 50% service fee. Cancellations later than 30 days will not receive a refund.
- All hosts (and event facility) must be Chamber members in good standing.

CRITERIA

- The host has adequate space to accommodate an appropriate and comfortable networking atmosphere with a minimum of 150 people.
- There is convenient and accessible parking or host parking alternative available for members.
- The host is able to make accommodations for refreshments for 150 (beverages & appetizers).
- There is special interest regarding the host's product service or location (highly anticipated product, anniversary celebration, unique or new location).

1. Will the Business After Hours be hosted at your business? Yes No
If not, please describe the facility where it will be hosted (*must be a Chamber member*):
If your company has more than one location, please indicate what address you will use.

2. Have you ever hosted a Business After/Before Hours before? If so, when?

3. What special features will be of interest to Chamber members? (*new business or facility, major renovation, anniversary celebration, new or unusual product line, unique location*).

LOGISTICS



Attendance at an event may not be limited to a designated amount of guests. Average attendance is 100 guests. The facility must be handicap accessible.

4. Describe the room/location where food and beverages will be served. How many people can comfortably be accommodated in the area? *(please be specific)*

5. Describe parking accommodations *(meter, lot, validated)* and the number of spaces available:

PROGRAM

The host(s) pledges to finance, arrange and coordinate food, beverage and entertainment (optional). The activities of the event will be defined and described in the planning session coordinated with Chamber staff. Hosts are encouraged to select event services from the Chamber membership. The host(s) agrees to provide 2-3 prizes to give-away during the program. Prizes should be worth \$25 or more. The host is encouraged to make brief remarks (5-10 minutes). Tours of the facility are encouraged, but should not exceed 15 minutes in duration. Any additional program must be approved.

6. Describe the possible event program *(i.e. entertainment, tour, displays)*:

FOOD & BEVERAGE

The host is responsible for providing appetizers and beverages for attendees. The Chamber can help you identify member caterers and restaurants that can assist you with this.

7. Will the host provide alcoholic beverages? Yes No
If no, please explain why.

8. Please indicate the month(2) you are available to host:

- | | | |
|--|--|--|
| <input type="checkbox"/> August 2010
Minority Business Expo | <input type="checkbox"/> September 2010
W.M. Policy Forum | <input type="checkbox"/> October
Table of the Chamber |
| <input type="checkbox"/> November 2010 | <input type="checkbox"/> December 2011
Legislative Appreciation | <input type="checkbox"/> January 2011 |
| <input type="checkbox"/> February 2011 | <input type="checkbox"/> March 2011 | <input type="checkbox"/> April 2011 |
| <input type="checkbox"/> May 2011 | <input type="checkbox"/> June 2011 | |



ADDITIONAL EVENT POLICIES

1. The committee reserves the right to accept or deny any potential Business After Hour hosts request based on the following criteria.
 - The host has adequate space to accommodate an appropriate and comfortable networking atmosphere with a minimum of 150 people.
 - There is convenient and accessible parking or host parking alternative available for members.
 - Adequate size and comfortable space to accommodate an appropriate networking atmosphere with a minimum of 150 people.
 - Convenient and accessible parking or host parking alternative available for members.
 - Develop with staff and committee an effective marketing plan to insure Business After Hours goals and objectives are satisfied.
 - Approval of above criteria is subject to committee site inspection.
2. Applications to host Business After Hours are reviewed and action determined by the Business Networking Events Committee (Fourth Thursday of each month).
3. The committee reserves the right to determine the appropriate length of time between repeat hosting opportunities.
4. The Chamber agrees to provide the following services:
 - Announce the event in *The Chamber News* with a monthly distribution of 5,000 issues.
 - Provide a broadcast fax to Chamber member list (\$200 value.)
 - Event planning guidance and information.
 - Reservation management, guest list compilation, and pre-printed nametags.
 - Conduct on-site management of registration and provide Chamber volunteers.
 - Provide past Business After Hours host references.
 - Compile and forward a full listing (minus email addresses) of every attendee at your hosted event.
 - Inclusion in the 2010-2011 Event Calendar on the Chamber’s website, including link to your website.

I have read the event policies and understand that if our location is chosen to host a Business After Hours that we will pay the \$300 hosting fee.

Signature: _____

Printed Name: _____ Title: _____

Please complete and return to:

Business Networking Events Committee
Attn: Ashley Abbott
Grand Rapids Area Chamber of Commerce
111 Pearl Street NW
Grand Rapids, MI 49503-2831
Phone (616) 771-0341
Fax (616) 771-0318
Email abbotta@grandrapids.org

PRIME TIME: BUSINESS AFTER HOURS INCENTIVE PROGRAM

Prime Time is considered the portion of the event program in which the host speaks and prizes are drawn. In order to create a more valuable marketing opportunity for event hosts and further networking opportunities for attendees at each event, the Prime Time incentive program was developed.

At each month's Business After Hours, members can place their business card into a designated bowl. Members may drop a business card in the drawing each month (only one per month,) increasing their chances to win the grand prize at the end of the season. The objective is to submit cards at all ten locations for the greatest chance to win! The grand prize has an approximate value of \$2,000 is sponsored by Witte Travel along with the Grand Rapids Area Chamber of Commerce.
