



**Timmins
Chamber of
Commerce**



2011-2012 Business After Five Guidelines

Highlight your business by hosting an upcoming Timmins Chamber of Commerce Business After Five

The purpose of the **Business After Five** is to allow Chamber members to meet one another, to introduce new and prospective members, to network and promote businesses in a relaxed social atmosphere. The following guidelines will assist in planning your Business After Five event.

The *host* is responsible for:

- Arranging for their location.
- Arranging for licenses, complimentary food refreshments and a cash bar, if applicable. All information with regards to special occasion permits can be found at <http://www.lcbo.com/products/permits.shtml>
- Being at the location on the date of the event. Displays must be set-up no later than 4:30 p.m.
- An activity such as a tour, making a product or other demonstration is encouraged.
- Host may provide Chamber with copy of company logo to use in promotion of event.
- Provide Public Service Announcement System if required.
- Promoting the event to their own client base.
- Providing a door prize, if desired.
- Developing a program and agenda, opening remarks, usually at 5:15 p.m. then thank you's for attending and what visitors can see. If you would like the Chamber President or delegate to bring greetings to the event, please notify the office when you book your event so this can be arranged. Use the opportunity to promote and share your business. Work the crowd as the goodwill ambassador.
- Attendees are to sign in and obtain a name tag, so a table or counter should be set aside for this purpose.

The *Chamber* is responsible for:

- Any/all advertising of the Business After Five (as determined by the Chamber) will include the name of the host.
- Taking registration and calling the host the day prior to the event with the number of attendees.
- Chamber representatives will attend to assist, if necessary.
- The Chamber is responsible for the sign in sheet and name tags.
- Provide the host with an attendance list after the event so that thank you calls can be made

General information:

- The Business After Five event will take place from 5:00 p.m. to 7:00 p.m. and is usually held the third Wednesday of each month with the exception of July and August.
- Hosts must note that the event is open to all Chamber members, with no exclusion.
- **Be Creative** in how you promote your business!

Organization/Business:

Contact Person:

Business Phone:

Business Fax:

Month (based on availability):

Location:

Event Description: (Be sure to include details we can use when drafting the invitation, such as food, tour details, etc. Use separate sheet if required)

Sign & return to: Timmins Chamber of Commerce

Chambre de commerce de Timmins

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www.timminschamber.on.ca

Chamber Representative/Date

Host Authorised Signature/Date