



“BUSINESS BEFORE HOURS” Information and Planning Guide

“Business Before Hours” is designed for networking. It’s an opportunity for Chamber members to get to know each other better in a relaxed, informal setting and for the host to highlight his/her business.

Thank you for choosing to be a part of this program. The following should be of some assistance in planning your “Business Before Hours”

1. Invitation – The Chamber will produce, copy and mail the invitations for you to Chamber members.
2. Capacity – Provide the maximum number of guests for your venue, attendance can be limited. Past attendance has ranged from 80 to 150.
3. Name Tags – The Chamber will provide name tags for all attendees. Please provide us with the names of your employees and we will gladly make them name tags as well.
4. Refreshments – Host business provides refreshments. They can be as simple or extravagant as you wish. We will provide you with up-to-date reservation numbers as the event nears.
5. Chamber Needs – Please provide a table near the entrance for our name tags, registration list & fish bowl for drawings, etc. In order to promote mingling and networking, tables and chairs are discouraged during the event.
6. Host Comments – Please prepare to have someone speak on behalf of your business and to offer tours of your facility. Feel free to set up displays and brochures on your business and what it offers.
7. Door Prizes – Host business provides some type of door prize. When guests arrive, they drop their business cards into a fish bowl provided by Chamber. Door prizes are the best way to give people a remembrance of the host business and to encourage follow-up and sales.

**Business Before Hours Coordinator
Cathie Thorsten**