



“BUSINESS AFTER HOURS” Information and Planning Guide

“Business After 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 hosts to highlight their business. There is a \$100 administrative fee to host a Business After Hours. This will need to be paid at the time of scheduling.

Thank you for choosing to be a part of this program. The following should be of some assistance in planning your “Business After Hours” and we encourage you to attend a “Business After Hours” so you know what to expect.

1. **Invitation** – The Chamber will produce, and e-mail the invitations for you to Chamber members as well as receiving RSVP information. *Any other form of promotion/invitation should be discussed with the Chamber.*
2. **Capacity** – Provide the maximum number of guests for your venue, attendance can be limited. Past attendance has ranged from 45 to 90.
3. **Name Tags** – The Chamber will provide name tags for all RSVP responses. 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 and registration list.. 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 sometimes provide some type of door prize which is given during announcements. Since there is a limited time frame, we request no more than three door prizes be offered.

Business After Hours Coordinator

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