

Hosting A Business Chamber Event

What are the benefits of a Chamber business network function?

- An opportunity to showcase a Chamber member and the Chamber
- An opportunity to also showcase yourself, your business and staff
- Networking with Chamber members-your clients, your prospective clients, your referral sources
- Show your business to local VIPs (ie Mayor, City Council, local members, etc)
- A relaxed and informal setting

How can you make the most of a Chamber function?

- Invite your own guest list as well-include clients, prospects, community leaders, media (not invited by Chamber)
- Think about what messages you want to get across to your guests
- Create a theme or atmosphere that is relevant
- Have a guest speaker on an interesting topic that relates to your business
- Create a newsworthy announcement (ie new products, landmark event, etc)

What you need to provide

- Details about your business and a logo for the invitation
- A suitable venue
- Facility (fridge/ice box) to keep refreshments cold
- Disposable glasses
- Finger food
- Drink-alcoholic and soft (this can be done by the Chamber)
- A focal point-speech, launch, etc

What the Chamber will do to help

- Assist in overall activities-ideas, catering statistics, previous experiences Invitation to, and follow up to all Chamber members
- Encourage members to attend
- Provide name tags
- Promote your event
- Invite the media to cover your event
- Invite and encourage local dignitaries to attend
- Help you with ideas for catering and/or a theme
- The Chamber work with you and assist in the preparation of the function and on the evening itself