

Host a Chamber Mix & Mingle

A Chamber Mix & Mingle is an opportunity to showcase your business to fellow Chamber members, business associates, customers, potential new customers, family, and friends. This is an opportunity to network, market and have some fun! Mix & Mingles are a great way for Chamber and community members to become more knowledgeable about your business and promote or refer others to your business, when given the opportunity. Chamber Mix & Mingles are typically held on a Tuesday or Thursday from 4-6 p.m. or 5-7 p.m.

HOST BUSINESS GUIDELINES:

- Determine event location, date, and time.
- We recommend a mix of hot and cold hors d'oeuvres and beverages. The Chamber requires that only current Chamber members be contracted for catering; a current member list will be provided.
- Alcohol permits are needed, *unless giving alcohol beverages away*. The Chamber can assist you in obtaining a permit.
- To keep costs down, you have the option to partner with another Chamber Member.
- Everyone loves door prizes! A nice prize always attracts interest.
- Brag about YOU! Time is allotted for a short program where you will have an opportunity to thank those attending, talk about your business, introduce staff or employees, present door prizes, etc.
- Use displays, hand out materials, and other point of purchase materials that include your business contact information. Anything that helps people know how to contact you!
- Having a specific theme to your event makes it fun and stand out! An enjoyable and memorable evening for everyone is the goal.

CHAMBER SERVICES

For a rate of \$50, the Chamber will provide the following:

- Marketing:
 - Featured in ChamberView Newsletter (monthly insert in the *Mitchell Republic*).
 - Front page on Chamber website and Calendar of Events.
 - Included in Monday Memo (up to 4 times).
 - Facebook: event page created on Chamber/Development page, post up to 4 times, and do 2 Facebook lives; once before event to promote and once during the event.
 - Follow-up picture and short article in the Monday Memo following the event.
- The Connect Mitchell Committee and Chamber staff will assist in greeting.
- The host will receive any business cards and sign-up slips collected for future follow-up.

For an additional cost, you have the option to receive the following:

- The Chamber will fund a progressive drawing; \$100 minimum. To be eligible to win, participants must leave a business card and \$1 in the drawing basket. The winner must be present to win.
- Option to receive mailing labels – *See attached Labels Agreement.*

**Printing of any invites and mailing costs are the expense of the hosting business.*

Reserve your date with the Chamber! We recommend scheduling at least two months in advance. This will ensure an official date and plenty of time to market the event.

Remember, a Chamber Mix & Mingle is an opportunity to showcase your business to fellow Chamber members, business associates, your customers, potential new customers, family, and friends. We highly recommend that host business promotes the event also. This is an opportunity to network, market and have some fun!

Contact Alex at the Chamber to schedule or for more information. Call (605) 996-5567 or email alex@mitchellsd.com.

Name of Business: _____

Date & Time of Mix & Mingle: _____

Location: _____

Contact Person: _____

Phone: _____ Email: _____

\$50 Base Rate

\$100 Progressive Drawing

\$50-100 Mailing Labels (*Attach Labels Agreement*)

Authorized Signature: _____



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