

## HOSTING A

# BUSINESS AFTER 5

Our Business After 5's (BA5) networking event provides Chamber members and local businesses an opportunity to connect, exchange ideas, and build valuable relationships in a relaxed atmosphere of informal business gathering and fun. With a few exceptions during the year, BA5's are generally held on the third Wednesday of each month.

Business After 5's take place at different member "Host" locations each month, who is responsible for supplying the venue, as well as food, drinks & three prizes for the evening. Additionally, we partner our host with a non-profit member of their choice, allowing them the opportunity and platform to discuss their initiatives and ways the business community can contribute and support their cause.

### **Business After 5 Agenda:**

4:00pm - Chamber staff arrive to setup

5:00pm - Registration opens

6:25pm - A representative from your organization will be introduced and asked to welcome attendees (maximum 3 min); non-profit host will present after

6:40pm - Chamber announcements, draws, upcoming events

7:00pm - Event ends

### **Requirements for Hosting:**

- Can accommodate between 75-100 people, with space for announcements. Smaller locations planning to host outside must provide a tent
- Has sufficient parking space for attendees
- Is wheelchair accessible (including washroom facilities)
- Can have a bar (contact office for a list of Bar suppliers)
- Have adequate washroom facilities
- Coat racks/cloakroom

### **Responsibilities of the Host:**

- Provide company logo, event related details (music, entertainment, etc.), who will be speaking, and list of prizes no less than 4 weeks prior to the event
- Provides hors d'oeuvres/ refreshments for attendees
- If applicable, provide a minimum of three (3) prizes for draws (1 valued at \$100, and 2 valued at \$20)
- Provide a large table, table cloth, and two (2) chairs to be used by the Chamber staff for registration, as well as a smaller table for prizes if having draws