



## Networking Event Hosting Guidelines

To support connection across the community, the Chamber hosts networking events in different areas throughout the year. Members are invited to host, co-host, or co-sponsor these events in a way that works for their space, capacity, and goals.

### Attendance & Guests

- Typical attendance ranges from **30 to 60 guests**, with some events reaching **50 to 75 attendees**.
- Members may bring **one guest at an additional charge**.
- Hosts and sponsors may invite **additional guests** to benefit from their participation.
- All guests must be **registered in advance** to help us plan appropriately for the event.

### Cost to Attend

- **Chamber Members:** \$15
- **Non-Members:** \$20

### Host Expectations

#### Beverages

- Hosts provide **two alcoholic beverages or equivalent** to each attendee **21 years of age and over**.
- Beer and wine are expected at a minimum. However, alcohol service is not required if it does not align with the host's environment or company policy.
- Mixed drinks or a full bar are optional.
- Non-alcoholic beverage options should be available.

#### Food

- Hosts provide **light food or appetizers** for approximately **30 - 60 guests**.
- Food should be purchased from a **local Chamber member** when possible.

### Venue Capacity

- Host locations should comfortably accommodate **50 to 70 guests in one room**.

## Marketing & Cost Acknowledgement

- Hosting a networking event is a **marketing and promotional opportunity** for the host business.
- There is **no monetary exchange** between the event host and the Louisville Chamber of Commerce.

## Hosting & Sponsorship Options

- One primary host provides the venue.
- Additional members may **co-host or co-sponsor** to share refreshments, visibility, and recognition.
- Hosting and sponsorship opportunities are **free** and designed to encourage collaboration.
- All Members may sign up to host a Chamber networking event or participate alongside other hosts on a first come first basis.

## Event Format

- Hosts and sponsors will have the opportunity to **speak for a few minutes** during the event.
- This year, the Chamber will offer:
  - **Joint networking events** that are co-hosted and co-sponsored
  - **Single-host events** for organizations that prefer to be the sole host

## Chamber Support

The Chamber will:

- Promote the event through Chamber marketing channels
- Manage registration and event communications
- Welcome attendees and help facilitate networking
- Recognize hosts and sponsors during the event

## Interested in Hosting?

Members interested in hosting or co-hosting a networking event should submit their request to [info@louisvillechamber.com](mailto:info@louisvillechamber.com)