

# **Virginia Peninsula Chamber Coffee Connection Host Handbook**

A Coffee Connection (CC) is the Chamber's morning networking opportunity for area businesses. Held every month, it is set in an informal atmosphere at local area businesses. The event promotes the exchange of ideas, business networking and customer contact. It is an opportunity for the host to highlight their business and the goods and services they provide to the business community.

Coffee Connection events are hosted by Chamber members in good standing. Coffee Connections are held from 8:00 AM until 9:00 AM at the host's place of business.

## **What are the benefits of a CC Host?**

- Unique opportunity to highlight your business to the community
- Maximum opportunity to network
- Free advertising for the event via email blast to approximately 3,000 subscribers
- Chamber management and promotion
- A copy of the attendance sheet for prospect list

## **What are the responsibilities of the host?**

### *Logistics*

- Complete, sign and return the Agreement and a copy of your company logo to the Chamber within 15 days of verbal agreement
- Provide adequate space to accommodate up to 50 guests
- Provide adequate and convenient parking
- Provide adequate restroom facilities
- Provide a microphone and sound system for announcements and door prize awards, if needed (the Chamber will provide the sound system; however, if for some reason we are unable to do so, we will contact the host before the event)
- Provide one 6-foot table and two chairs for the registration area
- Provide one 6-foot table and two chairs for Event Presenting Sponsor (if applicable)
- Provide a coat rack or coat check (depending on weather)
- Provide door prize(s)

### *Food and Beverages*

- The host is responsible for providing all the food and beverages
- Food should include a continental-style breakfast (donuts, muffins, fruit, etc.) with appropriate condiments, paper products and plastic utensils
- Beverages should include coffee, juice, and water with appropriate paper products

- Adequate food and beverage stations should be set up to accommodate the guests

#### *Financial Responsibilities*

- The host is required to supply food and beverages to accommodate the number of registered guests, please allow for additional walk-ins
- You can confirm the number of guests registered by contacting the Chamber two days prior to the event
- Other costs to the sponsor will include any door prizes donated and any publicity they wish to do other than that already supplied by the Chamber
- For all non-Chamber members whom the sponsor invites to the event the Chamber asks that the guests are made aware of the event fee quoted on materials

\*To assist you in planning the event, a sample checklist is attached.

#### **What are the responsibilities of the Chamber?**

##### *Logistics*

- Function as a point of contact for all sponsor inquiries for the event
- Plan and coordinate the event
- Provide event publicity (Email Blasts, VPC Calendar, and social media)
- Designing the Coffee Connection ad with all editorial rights
- Manage and staff the registration/admission table
- Provide a Chamber Staff person or volunteer to function as Emcee
- Provide certificate of appreciation to the host at event
- Provide a list to the host of all attendees

**\*The Chamber Staff person responsible for Coffee Connection is Suzy Johnson. If you have any questions, please contact her at (757) 325-8160 or [sjohnson@vpcc.org](mailto:sjohnson@vpcc.org).**

We look forward to welcoming you as a sponsor and hope to provide you with a successful event that will benefit your business.

# Elected Officials

The following is a list of the local elected officials serving the area. If you would like one of these members to attend your Coffee Connection event, you can contact them via email, or the contact number provided for more information.

## **The City of Newport News**

<http://www.nngov.com/465/Elected-Officials>

Mayor: McKinley L. Price, DDS - Email: [council@nngov.com](mailto:council@nngov.com) 757-926-8618

Vice Mayor: Tina L. Vick – Email: [council@nnva.gov](mailto:council@nnva.gov) 757-926-8618 (South District 3)

### Council Members:

- Marcellus L. Harris III – 757-926-8618 (North District 2)
- Sharon P. Scott - Email: [council@nngov.com](mailto:council@nngov.com) 757-926-8618 (North District 1)
- Dr. Patricia P. Woodbury - Email: [council@nnva.gov](mailto:council@nnva.gov) 757-926-8634 (Central District 2)
- Saundra Nelson Cherry, D. Min. - Email: [council@nngov.com](mailto:council@nngov.com) 757-926-8618 (South District 3)
- David H. Jenkins – Email: [council@nngov.com](mailto:council@nngov.com) 757-926-8618 (Central District 2)

## **The City of Hampton**

[www.hampton.gov/council/](http://www.hampton.gov/council/)

Mayor: Donnie R. Tuck - Email: [dtuck@hampton.gov](mailto:dtuck@hampton.gov) 757-727-6315

Vice Mayor: Jimmy Gray - Email: [jgray@hampton.gov](mailto:jgray@hampton.gov) 757-727- 6315

### Council Members:

- W.H. “Billy” Hobbs, Jr. - Email: [bhobbs@hampton.gov](mailto:bhobbs@hampton.gov) 757-766-1787
- Eleanor W. Brown – Email: [ebrown@hampton.gov](mailto:ebrown@hampton.gov) 757-727-6315
- Steven L Brown- Email [sbrown@hampton.gov](mailto:sbrown@hampton.gov) 757-727-6315
- Chris Bowman – Email [chris.bowman@hampton.gov](mailto:chris.bowman@hampton.gov) 757-722-6065
- Chris Osby Snead - Email: [csnead@hampton.gov](mailto:csnead@hampton.gov) 757-850-0648

## **The City of Poquoson**

[www.ci.poquoson.va.us/government/council\\_members](http://www.ci.poquoson.va.us/government/council_members)

Mayor: W. Eugene Hunt, Jr. – Email: [gene.hunt@poquoson-va.gov](mailto:gene.hunt@poquoson-va.gov) 757-868-7628

Vice Mayor: Carey L. Freeman - Email [carey.freeman@poquoson-va.gov](mailto:carey.freeman@poquoson-va.gov) 757-868-0811  
(Western Precinct)

### Council Members:

- Jana D. Andrews – Email: [Jana.Andrews@poquoson-va.gov](mailto:Jana.Andrews@poquoson-va.gov) 757-868-0921 (Eastern Precinct)
- Thomas J. Canella II – Email: [Thomas.Canella2@poquoson-va.gov](mailto:Thomas.Canella2@poquoson-va.gov) 757-868-9565 (Central Precinct)
- Herbert R. Green, Jr. – Email: [Herbert.Green@poquoson-va.gov](mailto:Herbert.Green@poquoson-va.gov) 757-868-6442 (Eastern Precinct)
- David A. Hux – Email: [David.Hux@poquoson-va.gov](mailto:David.Hux@poquoson-va.gov) 757-868-4231 (Western Precinct)
- Charles M. ‘Bud’ Southall, III – Email: [Charles.Southall@poquoson-va.gov](mailto:Charles.Southall@poquoson-va.gov) 757-868-9956 (Central Precinct)

## **James City County**

[www.jamescitycountyva.gov/bos/index.html#](http://www.jamescitycountyva.gov/bos/index.html#)

Chairman: Jim Icenhour – Email: [jim.icenhour@jamescitycountyva.gov](mailto:jim.icenhour@jamescitycountyva.gov) 757-790-9048 (Jamestown District)

Vice Chairman: Michael J. Hipple – Email: [michael.hipple@jamescitycountyva.gov](mailto:michael.hipple@jamescitycountyva.gov) 757-634-9895 (Powhatan District)

### Members:

- Sue Sadler – Email: [sue.sadler@jamescitycountyva.gov](mailto:sue.sadler@jamescitycountyva.gov) 757-585-9272 (Stonehouse District)
- John J. McGlennon – Email: [john.mcglennon@jamescitycountyva.gov](mailto:john.mcglennon@jamescitycountyva.gov) 757-220-0568 (Roberts District)
- Ruth Larson – Email: [ruth.larson@jamescitycountyva.gov](mailto:ruth.larson@jamescitycountyva.gov) 757-603-0508 (Berkeley District)

## **York County**

<http://www.yorkcounty.gov/>

Chairman: W. Chad Green – [Chad.Green@yorkcounty.gov](mailto:Chad.Green@yorkcounty.gov) 757-879-0400 (District 3)

Vice Chairman: Walter C. Zarembo – Email [zarembo@yorkcounty.gov](mailto:zarembo@yorkcounty.gov) 757-259-0707 (District 1)

### Members:

- Sheila S. Noll – Email: [noll@yorkcounty.gov](mailto:noll@yorkcounty.gov) 757-877-7790 (District 2)
- G. Stephen Roane, Jr. – Email: [Stephen.Roane@yorkcounty.gov](mailto:Stephen.Roane@yorkcounty.gov) 757-890-3331 (District 4)
- Thomas G. Shepperd, Jr. – Email: [shepperd@yorkcounty.gov](mailto:shepperd@yorkcounty.gov) 757-868-8591 (District 5)



## VIRGINIA PENINSULA CHAMBER

### COFFEE CONNECTION SPONSOR CHECKLIST

- Confirm date and location with Chamber
- Complete, sign and return Sponsor's Agreement
- Select and acquire a caterer
- Select door prizes
- Obtain the appropriate ABC License (if needed)
- Forward a copy of ABC License to Chamber
- Advertise this event on company social media outlets and calendars
- Call Chamber to finalize all plans (1 week prior to event)
- Call/email customers to invite them to attend (At least 1 week prior to event)
- Confirm with Chamber who will be accepting the Certificate of Appreciation
- Confirm with Chamber who will be speaking/managing the drawing
- Set-up chairs and tables for: (1) Registration and (2) Food and/or Beverage station(s)
  - It is recommended to separate the food and beverage stations to create a natural flow and increase mingling among guests
  - It is highly recommended that you limit the number of chairs provided for guests and select high top tables that will allow for better flow and encourage networking.
- Provide coat racks (if needed)
- Provide adequate restroom facilities
- Provide adequate parking
- Arrange for on-street signage or directional signs if needed