



Your Chamber has spent years establishing Business After Hours as a premiere social/business networking event of the Greater Iberia Chamber of Commerce. Business After Hours events can be held for any occasion- business expansion, grand opening, open house, new team member, and more!

Sponsor Agrees:

- Provide refreshments.
- Provide (optional) door prizes
- Provide a representative for registration table, in conjunction with Chamber Staff

Chamber Agrees:

- Work with sponsor to compose a press release for the event.
- Circulate event details and press release to local media.
- Circulate video invitation created by sponsor via Facebook, email, and local media.
- Work with sponsor to create event graphics: invitation and thumbnail.
- List the event on iberiachamber.org homepage.
- Promote event via an individual email blast to all of the Chamber's contacts (over 1,900 people) on the morning of the event.
- Promote event via weekly listings in the Chamber's Weekly Newsletter until the event has passed.
- Promote event via personal email from Marketing & Membership Coordinator to primary representative of each Chamber member business.
- Co-host the event listing on Facebook with sponsor, which would mean the event appears on the Chamber's Facebook calendar of events, and would notify the Chamber's followers that a new event has been added.
- Promote the event via Facebook postings.
- Compose an event recap, in the form of a press release, to be distributed after the event via Facebook, website, email blast and local media.
- Chamber Staff and Board Members will be in attendance to facilitate networking.
- Provide sponsor with copies of business cards collected at door.

_____ agrees to become the primary sponsor for Business After Hours.
Business/Organization Name

This event is scheduled after business hours, from 5:00pm-7:00pm on _____
Date

at _____
Address/Location

Sponsors Signature

Chamber Signature

Date

Date