

2015 Programs/Events **GUIDELINES**

This is a GREAT opportunity to showcase your business!

Cost to Attend: **FREE** for Chamber Members! / \$5.00 for Non-Members

In addition to the Host, we will allow up to 3 additional sponsors. If the host is unable to provide food and drink, a 4th sponsor that wishes to supply it in lieu of the sponsorship fee, may be included.

Host:

- Must be able to accommodate at least 50 persons (standing room is acceptable)
- Offer snacks (finger-food, chips, cheese, pretzels, etc.); have beverages available for purchase
- Supply one door prize (\$10-\$25 value)
- Will have 10 minutes to give a presentation, letting all attendees know what is going on in your businesses
- May set up a display and distribute promotional materials
- Is welcome & encouraged to offer special discounts on products and/or services either at the event OR on future visits to your location (if applicable)

Sponsors:

- Will contribute a \$100 sponsorship fee to the Chamber
- Supply 2 door prizes (\$10-\$25 value ea.)
- Will have 10 minutes to give a presentation, letting all attendees know what is going on in your businesses
- May set up a display and distribute promotional materials

Presenters:

- Provide an organized presentation of an educational topic, approximately 15-minutes in length (flexible)
- May set up a display and distribute promotional materials

Chamber:

- Promote the event via E-blast, Newsletter, Website, Facebook, etc.
- Will hold a 50/50 drawing

**Please understand that information on upcoming events is subject to change at the discretion of the Events Committee.
We would let you know as soon as possible if that would occur.*