



Tips for making your Business After Hours GREAT!

Hosting a Business After Hours (BAH) event could be one of the most strategic business moves you make all year. We hope the following check list will help you have everyone in attendance raving about you and your business.

WHAT THE CHAMBER PROVIDES

- A list of RSVPs and a projection of total attendance
- Name tags
- One or two staff people to help you greet people and help with connections/networking
- Personal coaching -- Help in brainstorming and thinking through your BAH

WHAT THE HOST PROVIDES

- A place to have registration set-up - countertop works well or a simple table near the door for the name tags and anything you want the guests to leave with
- Simple insurance "declaration page" which states the Chamber as co-insured
- Food, drinks and a great environment

FIRST IMPRESSIONS

- Have your space cleaned up and looking ready to welcome guests.
- You and your staff should meet and greet the guests.
- Check in with the Chamber office to determine number of people you should prepare for.
- Remember, you are the host of the party.

FOOD & DRINK

- Have enough food and drink for the expected number of guests. Events have included heavy appetizers to salads and pasta. Feel free to be creative.
- Work with restaurants around you to help supply the food. It's great for their business, too.
- Make sure you have enough plates, utensils, cups, etc.
- Contact a caterer to make it that much easier – try these [Chamber members](#) for a great start!

NETWORKING

- Invite your colleagues/clients as a special guest. Please let us know so we can have name tags ready at the door and we won't charge them.
- Prepare a short welcome and bio to address the crowd. You've got the stage. Share about your business.
- Think of 1 or 2 creative ways (networking games, discussion starters, etc.) to bring people together.

TAKE-AWAYS

- Drawings are always popular. It could be your service or product, or even a gift basket. They will remember where it came from.
- It's great to have your business cards, brochures, pens, etc. available by the front door.