



## BUSINESS AFTER HOURS COMMITMENT

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**When are Business After Hours held?** Business After Hours events are held on the third Tuesday, February through November, from 5:30 PM - 7:00 PM.

**Who is invited?** All Blowing Rock Chamber members are invited. Invitations may also be extended to potential members, media, and community leaders.

**Who sponsors a Business After Hours event?** It's your Business After Hours, so make it work for you. Consider partnering with neighboring businesses or complementary services to co-host if space and parking are a challenge.

**How will the Business After Hours benefit me?** Hosting a Business After Hours is the perfect opportunity to showcase your business and distribute information about your products and services. You can address attendees and share your business story. If you sponsor an event at another location, you still gain exposure by distributing information, product samples, etc. A non-profit Chamber member will be invited to table. Let us know if there is a specific non-profit you work with.

**Who handles the food/catering?** The host business provides refreshments (wine, beer, non-alcoholic options) and easy-to-hold finger foods. Restaurants may feature a signature dish. Food and drink should be available until the event ends at 7 PM. We can help connect you with a caterer.

**How do I sign up for a Business After Hours?** Events are scheduled on the third Tuesday of each month, February to November, and are reserved on a first-come, first-serve basis. We promote the event via social media, our newsletter, the Chamber website, and the master calendar.

**What else is expected of me on the day of the event?** Provide a table and trash can for registration, with space for the Chamber Partners banner (approx. 8' wide and 8' tall) and two door prizes. Be prepared to welcome and address attendees.

### On the day of your event:

- A Chamber staff member will arrive to set up registration between 4:00-4:30 PM.
- The event begins at 5:00 PM, with guests checking in at the registration table.
- At 6:00 PM, Chamber staff will introduce you, the host business, and hold door prize drawings. This is an opportunity to engage with the crowd, summarize your business, introduce your team, and thank attendees and other participating vendors or businesses.

### Networking and Engagement:

- Unless providing facility tours, the evening is dedicated to attendee networking.
- Hosts may offer games or activities to engage attendees.
- Corporate gift merchandise (hats, pens, cups, etc.) can be handed out to participants as they leave.

## Business After Hours Application

The Blowing Rock Chamber of Commerce will:

1. Market the event to all members via our e-newsletter and calendar of events.
2. Staff the registration table, check in attendees, provide name tags and a coordinate door prize drawing.
3. Provide signage for the event.
4. Assist in the planning and execution of the event and provide the Run of Show.

**The Host Business/Organization(s):**

1. Must be a member of the Chamber in good standing.
2. The organization is expected to provide facilities and adequate parking for 100 people
3. Must provide a table and trash can for a registration area, near entrance with space to accommodate the Chamber Partners banner (approximately 8' wide and 8' tall).
4. Provides refreshments (wine, beer, and non-alcoholic options) and easy to hold finger foods. Restaurants may choose to feature a signature dish. Food and drink should remain available until the event ends at 7 pm.
5. Provides 2 door prizes. Door prize winners will be determined in advance through RSVP's, no business cards required.
6. You will be provided with the guest list for your event for follow up with attendees.
7. Be prepared to welcome and address attendees to promote your business.
8. Consider partnering with a neighboring business or complimentary service to co-host Business After Hours.
9. A non-profit Chamber member will be invited to table at all Business After Hours. We'll work together to determine the non-profit participant for your event.

**Business After Hours are held the 3<sup>rd</sup> Tuesday of each month: 5:30 – 7PM**

\_\_\_\_\_ Yes, I am interested in hosting a Business After Hours in 2025. I have read the information above and agree to the terms. (You will be notified upon the acceptance of your application.)

Business Name\_\_\_\_\_ Contact Name \_\_\_\_\_

Cell Phone# \_\_\_\_\_ Email \_\_\_\_\_

Date of choice \_\_\_\_\_ 2<sup>nd</sup> Choice\_\_\_\_\_

Today's Date \_\_\_\_\_

**Questions?** Call Courtney at 828-295-7851 or email her at [courtney@blowingrock.com](mailto:courtney@blowingrock.com)