



BUSINESS AFTER 5 INTEREST FORM

Business After 5 is designed to bring its hosts exposure in the business community, to bring Chamber members together to make business contacts, and inform attendees of business and Chamber news. As host site of one of these events, you will have the opportunity to showcase your facility to typically 25-50 business people the 3rd Wednesday of the month.

Only Chamber member businesses are eligible to host a Business After 5. We encourage you to work with current Chamber members to supply any food, beverage or other desired services for the event. Of course, you are free to work with the vendors of your choice, but please understand that we cannot allow non-member businesses any promotional benefits or recognition at the event. Business After 5 events are co-hosted by 2 businesses typically.

CO-HOST RESPONSIBILITIES *New: The Chamber is hoping to include a non-profit as a co-host monthly.

To ensure a successful event, the co-hosts agree to provide:

- An open space, with some seating, large enough for people to meet between 5:00 p.m. and 7:00 p.m. on your date.
- Refreshments: hot and/or cold food, beverages, and all necessary paper products, i.e. glasses, napkins, plates, utensils, etc. You are allowed to provide alcohol if the establishment is a vendor that is licensed by the state to sell alcohol or if a non-profit co-host works with the city on obtaining a picnic license for the event.
- Two or more door prizes, with a minimum value of \$25 each.
- A staff member to serve as the event coordinator and liaison with the Chamber staff. This individual will be asked to speak about your current business happenings.

CHAMBER OF COMMERCE RESPONSIBILITIES

To help the co-hosts create a successful event, the Rhinelander Area Chamber of Commerce agrees to:

- Announce the event in the Chamber e-newsletter and at other Chamber functions as appropriate.
- Send Chamber staff to the host site 15 minutes before the start of the event to assist in set-up.
- Staff the check-in desk, issue name tags and run the raffles.
- Act as MC of the event by making all announcements (typically at 6:00pm) and arranging door prize drawing.

Business: _____

Contact Person: _____ Phone Number: _____

Email: _____

Possible Location and Address: _____

Month 1st Choice: _____ Month 2nd Choice: _____ Month 3rd Choice: _____

Signature Verifies you have read the attached event information: _____

Do you have a co-host in mind already? Y/N _____ Would you need to be paired with a co-host? Y/N _____

If you have a co-host in mind, please have them fill out the following information:

Business: _____

Contact person: _____ Phone Number: _____

Email: _____

Signature Verifies you have read the attached event information: _____