

BUSINESS AFTER HOURS SPONSORSHIP INFORMATION



CONTACT:
Katie Gimenez
(972) 424-7547 ext. 224
katieg@planochamber.org

BUSINESS AFTER HOURS

OVERVIEW & SPONSOR BENEFITS

Business After Hours is a monthly networking event that focuses on bringing together members of the Plano Chamber of Commerce to develop professional relationships in a relaxed environment. Local businesses open their doors for these sponsored events, which feature food and drinks, fun activities, door prize drawings, tours of member businesses and, of course, lots of networking. These complimentary networking events offer the opportunity for attendees to mingle with other busy professionals while supporting the honored host and learning more about their company. This event is usually held on the 2nd Thursday of each month from 5:30–7 PM. Attendance at Business After Hours events ranges from 75 to 100 business professionals representing a variety of local companies.



Sponsoring a Business After Hours event is an excellent way to showcase your facilities and services to Plano Chamber of Commerce Members and Prospective Members. Following are the benefits that you will receive as a sponsor of this monthly networking event:

- Your company's logo will be included in all marketing materials including:
 - Two issues of the Plano Chamber e-Newsletter *Bottom Line* (Current subscriber base is over 4,500)
 - Event page on the Plano Chamber website
 - Featured event on the Plano Chamber website
 - E-blasts to all Members sent three weeks and one week prior to your event
 - Customized flyers to be distributed at all Chamber events the month prior to your event
- Attendees will get to see your facility and become familiar with where you are located. This is a fantastic opportunity for new businesses to get exposure in the community or for newly remodeled or expanded businesses to unveil updates.
- A company representative will be allowed to speak for up to 5 minutes to the attendees. This is a great time to introduce key staff members that are in attendance, speak about what sets your company apart from the competition, or to highlight any new products or services you provide.
- You may provide door prizes to be given away at the event. This is another opportunity to promote your company. You may also have staff members pass out promotional materials or flyers as guests leave.
- In order to help you follow up with the attendees, the Chamber will collect business cards at the door and provide you with a copy after the event.
- Sponsoring a Business After Hours event sends out a clear message to other local businesses that you are invested in the community.

BUSINESS AFTER HOURS GUIDELINES

Thank you for your interest in hosting a Business After Hours. Sponsorship of this event offers you an excellent opportunity to promote your business while Chamber members meet and network with one another in a relaxed environment.

Business After Hours Guidelines are as follows:

1. The charge for hosting an event is \$500 payable to the Plano Chamber of Commerce and is due in full upon signing this agreement. Your event will not be booked until payment in full is received.
2. As host, you will be responsible for any food and/or beverages served at the event. Attendance averages between 75-100 guests (both Members and Prospective Members). If you are unable to supply food or if your budget prohibits, you may consider asking restaurants who are Chamber members to partner with you as the food sponsor for the event. Please visit our website at www.planochamber.org to search for a current list of restaurants that are Chamber members.
3. If you will be serving alcoholic beverages, you are responsible for complying with all applicable laws and regulations (including those promulgated by the Texas Alcoholic Beverage Commission) pertaining to the service of alcoholic beverages, including the providing of all necessary service personnel and the monitoring of consumption.
4. The Chamber will provide name tags, pens, and greeters to work at the registration table. Please plan to have one table designated for this purpose.
5. The scheduled time for Business After Hours is 5:30 PM– 7 PM. If guests want to linger afterwards, it will be up to you to allow them to stay. Please make sure to let us know if you want to change the time of your event.
6. We encourage you to be creative when planning your Business After Hours. Previous sponsors have incorporated elements such as a scavenger hunt, musical performance, and canned food drive into their events.
7. You will have the opportunity to speak to the attendees about 30 minutes into the event. You will stand up, identify yourself as the sponsor, and give a 5 minute presentation about your company. We will also do the door prize drawing at this time (usually 3- 5 prizes). Please make sure there is a sound system or other means for everyone to hear the speakers.
8. The Chamber will take RSVPs and provide an approximate head count at least two days before the event.
9. Please have your event details planned by at least 6 weeks in advance. This will give the Chamber time to publicize your event to the maximum potential.

Thank you again for your support of the Plano Chamber of Commerce. If you have any questions, please do not hesitate to contact the Director of Networking, Katie Gimenez, by phone at (972) 424-7547 ext. 224 or by email at katieg@planochamber.org.

BUSINESS AFTER HOURS SPONSOR AGREEMENT

Sponsor Contact Information

Company Name: _____

Contact: _____ Phone: _____

Address of Event: _____

City, State, Zip: _____

Any special parking/directions to include?: _____

Email: _____ Website: _____

As a sponsor of Business After Hours, I agree to the following (please initial):

- ___ 1. I am a member in good standing of the Plano Chamber of Commerce.
- ___ 2. **My Business After Hours Date is:** _____
- ___ 3. My event will be scheduled for 5:30 PM– 7 PM, unless I have arranged an alternate schedule with the Chamber Staff.
- ___ 4. I understand that payment is due upon signing this agreement made payable to the Plano Chamber of Commerce.
- ___ 5. I understand that my company is responsible for providing food and beverage for the event. If alcoholic beverages are to be served, I agree to comply with all applicable laws and regulations pertaining to the service of alcoholic beverages, including but not limited to all rules and regulations promulgated by the Texas Alcoholic Beverage Commission.

Sponsor Signature: _____

Title: _____ Date: _____

Credit Card Authorization

Type: Visa ___ MC ___ AmEx ___ Name on Card: _____

Billing Street Address: _____ Billing Zip Code: _____

Card Number: _____ Expiration Date: _____

CVV2 Code*: _____ Amount: _____

___ Please invoice me. I understand that my date will not be booked until payment has been received.

*CVV2 Code- Visa and MasterCard is 3 digits printed in the signature panel on the back of the card. It is the last 3 digits AFTER the credit card number. American Express is 4 digits printed on the front of the card above and to the right of the raised credit card number.