



# Business After Hours

## Host Organization Checklist:

	Invite guests as wanted (clients, vendors, employees, etc.)
	3 prizes (approx. \$50-100 each; try not to make everything with the company logo)
	Keep the prizes secure during the event
	Catered food & beverages (set up no later than 4:50 pm; heavy appetizers are recommended)
	Plates, cups, cutlery, napkins, etc.
	Set up, tear down, clean up
	Microphone/sound system
	Tables (high bistro style; round tables with chair not recommended; set one table aside for Chamber check-in table)

## Example Agenda:

DATE

5:00 pm – 7:00 pm

5:00 pm **Guests Arrive**

5:00 pm – 5:45 pm **Networking, Food & Activity**

- Food:
- Activity:

5:45 pm. **Welcome Remarks** (*OWCC Chamber President*)

- **Recognitions**
  - Host Organization
  - Chamber Board Members
  - Community Leaders
- **New Chamber Members & 1<sup>st</sup> Timers** (*OWCC Chamber President*) -30 second commercials
- **Host Remarks** (*Organization Representative*)
- **Upcoming Events** (*OWCC Events & Sponsorships Coordinator*)
- **Raffle Drawing** (*OWCC Chamber President*)
- **Closing Remarks** (*OWCC Chamber President*)