

After5 Networking

An After5 Networking "mixer" brings together members and choice prospective members in an atmosphere conducive to meet new people and make needed contacts while bringing attention to your business space and services.

Business Name: _____ would like to host an event on _____

Address: _____ City: _____ State: _____ Zip: _____

Contact Person: _____ Phone: _____ Fax: _____

Email: _____

Reason for the event (if applicable) _____

Business: _____ (Signature) _____ (Date) Chamber: _____ (Signature) _____ (Date)

Host Responsibilities:

1. Cost of design, printing and any postage for invitations other than e-mail. The Chamber will help design the email invitation if needed.
2. Choosing and serving of drinks and/or food. The Chamber can recommend food providers if needed.
3. Cost of refreshments.
4. Provide a table, two chairs and a waste paper basket for a registration area.
5. Complete this agreement, discuss the event and any special information in advance so the event can be advertised appropriately: email, News & Views Chamber Newsletter (if applicable); Chamber website calendar.

Chamber Responsibilities:

1. Provide nametags for guests and employees if desired.
2. Register guests upon arrival and help with introductions.
3. Advertise the event by e-mail at minimum and otherwise as appropriate: mail, newsletter; website; calendar.

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