



## Business After Hours Information Sheet

**PLEASE NOTE THAT WE ARE CURRENTLY BOOKED FOR 2021. WE ARE NOW BOOKING FOR 2022!**

### What is a Business After Hours?

Our Business After Hours is a social/networking event to provide Chamber members with an opportunity to gather once a month and promote their business with other fellow Chamber members. A host receives the chance to display their place of business while socializing with prospective clients. **The host provides and is responsible for the cost of all food & beverages for the event.** A list of Chamber members who cater can be provided upon request. There is no requirement, however, to use a Chamber member for your catering services.

### When and where is the Business After Hours held?

**When:** Business After Hours are typically held on the **3<sup>rd</sup> Tuesday** of each month from **5:00pm to 7:00pm**.

**Where:** The Business After Hours are normally held at the host's business location. The host should plan to accommodate at least 100 people. Registration is free for Chamber members to attend, so attendance is growing (We can set a limit on the number of registrants if necessary). Please note, there are opportunities available to partner with other chamber members if your location is limited on space.

### How does the Chamber help promote a Business After Hours?

We take care of all the publicity and registration for your event by using our contact database to send an event notice to all member businesses and their representatives. We also place the event date and registration link on our website along with your business logo. Our goal is to ensure your Business After Hours is a success! If you would like to create a flyer for your BAH, we are more than happy to include this in all eblast communications.

### If my business decides to host a Business After Hours, what steps do I follow?

1. Members must be in good standing with the MOV Chamber (current on all dues and event receivables.)
2. Submit the BAH request in writing to [info@movchamber.org](mailto:info@movchamber.org). **Include the following information with your request:**
  - Name and email address of contacts. We require at least (2) contacts for the event.
  - Signature of the owner, general manager, executive director, etc. confirming their interest in hosting a Business After Hours
  - Company name and physical address where the BAH will be held
  - Two potential upcoming months to be considered for your BAH
3. Determine the type of refreshments you will provide, including beverages. Some BAH hosts opt to serve alcoholic beverages in addition to non-alcoholic beverages.
4. Once the date of the Business After Hours has been confirmed with the MOV Chamber, the member has 30 days to:
  - Fill out and submit the Confirmation Sheet that will be provided. Be sure to list all the details about the event.
  - Send a copy of your business logo ("jpg" format) to be used in the advertisements.
  - Submit a \$150 non-refundable deposit to reserve the Business After Hours date. Payment is due within 30 days of confirming the BAH. Payment will be deposited by the Chamber.
  - The deposit will be returned within 14 days only if the following scenario: Chamber has to cancel the event.

**Chamber of Commerce of the Mid-Ohio Valley**

501 Avery Street \* Parkersburg, WV 26101

304-422-3588 \* [info@movchamber.org](mailto:info@movchamber.org) \* [www.movchamber.org](http://www.movchamber.org)



- The Chamber reserves the right to keep the deposit if the member cancels the BAH less than 90 days prior to the event.

## Business After Hours Confirmation sheet

Event Date: \_\_\_\_\_ Location: \_\_\_\_\_

Non-Refundable Deposit due date: Within 30 days of confirmation **ALREADY PAID**

Event Start Time: \_\_\_\_\_ Event End Time \_\_\_\_\_

Event contacts Name/Email/Cell Number: (cell # will be kept confidential)

Main Contact \_\_\_\_\_

Secondary Contact \_\_\_\_\_

Business Name: \_\_\_\_\_

Address: \_\_\_\_\_  
City State Zip

Special Instructions for parking?  
\_\_\_\_\_  
\_\_\_\_\_

### Brief Description of Event Details:

(Ideas include theme, entertainment, bar, door prizes, giveaways, games, demonstrations, tours... please know none of these are required, but always appreciated by the attendees as they interact with the host)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Caterer (host provides refreshments, hors d'oeuvres, beverages etc.)  
\_\_\_\_\_  
\_\_\_\_\_

Any Special offer or promotion you would like to offer the attendees?  
\_\_\_\_\_  
\_\_\_\_\_

Signed by main contact: \_\_\_\_\_ Date: \_\_\_\_\_

Signed by owner/general manager / executive director:  
\_\_\_\_\_ Date: \_\_\_\_\_



## Business After Hours Confirmation Checklist

Sometimes we get so busy we often forget the smallest of details when planning an event. We decided to create a checklist based on previous BAH's to help our hosts plan the best Business After Hours.

### What I need to do prior to my Event.

- Fill out and submit confirmation sheet.
- Send logo to the MOV Chamber
- Do you plan on making a flyer for the event? If so, please submit to MOV Chamber so they can include this in the registration eblast.

### Things I need to keep in mind when planning by BAH.

- Does my event have a theme?
- Am I going to provide entertainment? (Not required but suggested)
- Do I want a display of information about my business/services we offer?
- Is my business space large enough for 100+ people?
- Will I have door prizes? (Not required)
- Will my event be open to other Chambers or organizations? (Marietta, Belpre, etc.)
- Did I provide space for the Chamber to register attendees?
- Will I invite customers / clients to attend, as well?

### Things I need to keep in mind when ordering/preparing refreshments for my Business After Hours:

- Food (A list of Chamber members who cater can be provided upon request)
- Drinks (non-alcoholic)  Cash bar or complimentary alcoholic beverages (optional)
- Table decorations (optional)

### Optional Items for attendees:

- Promotional items with my business logo. (Brochures, flyers, pens, notepads....etc.)
- Door Prizes: Can be anything from items with your company logo to gift certificates.

### Items the Chamber can provide in case I do not have them. (Please notify Nicole at the Chamber office if you need any of the following)

- Registration table  Door Prize tickets (or business card basket)  Door Prizes
- Microphone

**\*PLEASE NOTE: If you are requesting the Chamber to provide any of the above information/materials, you will need to send this check list back to Nicole Guinn at least 3 weeks prior to the event.**

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