



## **Business After Business Guidelines**

The purpose is to provide members with an opportunity to showcase their business and provide Chamber members an occasion to make and build upon contacts with new and existing members. This is a Chamber event scheduled through the Chamber office. **The Chamber will only schedule one Business After Business event per month, the last Tuesday of the month. Scheduled on a first-come, first-served basis.**

### **Scheduling a Business After Business**

- Must be scheduled through the Chamber office.
- Should be scheduled at least two months in advance.
- Member response is best on a Tuesday or Thursday from 5 to 7 p.m. or 4 to 6 p.m.
- BAB may be sponsored by more than one Chamber member.
- May be held on the premises of a business or at another Chamber member's location.
- Member must be in good standing with the chamber at time of scheduling and hosting event.
- Member can only host Business After Business Event once every three years.

### **Printing & Mailing BAB Invitations**

#### **Send or fax a copy of your invitation to the Chamber office prior to printing for proofing**

- The Chamber's name must be used on the invitation (Chamber can provide samples) with the words "Business After Business". Please print on light colored stock if mailing. Invitations will be processed through a postage meter (otherwise ink/stamp will not show up).
- If your business has recently moved or is moving before the Business After Business, please indicate that on the invitation.
- Make parking arrangements clear – ask your employees to park in a designated area.
- All Chamber members are to be invited.

### **Hosting your BAB**

- Although you may want to take a few minutes to welcome everyone, we do not suggest a long program or presentation.
- A tour of your facility or business is appropriate.
- A table with literature or give away items can be helpful.
- The Chamber staff will register attendees at the door; **please provide a table, two chairs and a trash receptacle (for name tags).**
- Registration table should be located where heat and/or air conditioning is available.
- Invitations should be mailed 2 weeks prior to your event.
- We recommend a half page or quarter page postcard for your invitation.

### **Sponsors are responsible for all expenses including:**

- Food, refreshments, and beverages.
- Beer and/or wine are generally served but not mandatory. Other liquor is optional.
- When ordering hors d'oeuvres, please consider ordering "finger foods" that are easy to eat.
- **Please use other Greater Medina Chamber members for catering, printing, etc.**
- Door prizes (Chamber can provide the fishbowl for a business card drawing)
- Printing (approximately 500 invitations need to be ordered-check with Chamber for current count)
- Postage

### **Chamber office is responsible for:**

- Full list of mailing labels, provided at no charge.
- RSVP's
- Name tags
- Registration

### **Bulk Mailing is available for Business after Business only. The Chamber office can assist with any or all of the following:**

- Stuffing envelopes: \$50.00
- Labeling envelopes: \$40.00
- Postage & preparing for Post Office (bulk): \$55.00 plus actual postage. Additional pieces (other than the Chamber mailing list) can be processed at an additional charge.

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**\*\*PLEASE SEE BACK OF PAGE FOR CONTRACT\*\***

## **BUSINESS AFTER BUSINESS CONTRACT**

**BUSINESS NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

- 1. I agree to use or consider a chamber member for my printing requirements for to this event. Initials\_\_\_\_\_**
- 2. I agree to use or consider using a chamber member for my food and beverage requirements for to this event. Initials\_\_\_\_\_**
- 3. I agree to have 50+ parking spaces made available for my guests to be able to park. Initials \_\_\_\_\_**
- 4. I agree to have a designated location for coats. Initials\_\_\_\_\_**
- 5. I agree to maintain membership in good standing or paid in full at least 2 months prior to my scheduled event. Initials\_\_\_\_\_**
- 6. I agree to provide sufficient room for 75-125 guests in my facility for this event. Initials\_\_\_\_\_**

**SIGNATURE:** \_\_\_\_\_