



## Chamber Night Out

Thank you so much for your interest in hosting a Chamber Night Out. It will be a fun filled evening and an opportunity for you to shine! Here is everything you may need to know regarding the mixer.

- 1) The cost of the mixer is \$500.00 and must be paid prior to the event.
- 2) The Mixer time is from 4:00-6:00 pm.
- 3) Food should be some type of heavy appetizers. If you are not or do not have a restaurant, you may secure member restaurants and have them donate food as a tasting.
- 4) You may take advantage of offering a door prize. People love to win, and you want them to leave on a positive note!
- 5) **Ben E. Keith will provide beverages if you DO NOT have a liquor license (TABC).** We will request it and have it delivered to your location. This doesn't include wine, water or soft drinks. You will need to provide the ice and ice chests for the drinks. In the event that you do have a liquor license (TABC), you are expected to provide drink tickets (at least one) for the attendees.
- 6) We will send out multiple promotional notices of your event. You may decide to "theme" your mixer for added fun. We will make the announcements to coordinate with your theme.
- 7) Use this opportunity to invite all your clients and friends. The more the merrier. The attendance from chamber members is usually around 45-70 folks.
- 8) We will be there with name tags and will gather business cards for the drawings. You will have an opportunity to address the crowd and do a little thank you for coming and a short commercial about your business.
- 9) In the event of a "Co-Sponsorship" usually one person provides the location and the food and the other provides the door prize and the Mixer cost - \$500. However, that is not set in stone. You may want to split everything equally. Just work together!!! And let us know what you decide.

***Feel free to contact us if you have any additional questions. We look forward to seeing you at your event!!***