



Coffee & Connections

Purpose

1. Allows hosts to showcase their businesses to the Chamber business community.
2. Offers Chamber members a chance to convene and network in an informal, relaxed environment.

Host Responsibilities

1. \$250 fee to host Coffee & Connections.
2. There is not a set day of the month for this event. The Director of Events will work with you to schedule your event on a prime day depending on that month's schedule of events. The time frame is from 8:00am-9:00am. Event should be ready by 7:45am (members will show up early).
3. The event is normally held at the host's place of business. Therefore, space must be adequate to accommodate the expected membership (including parking) for each event **(45-60 people)**. If space is not adequate, tents are required. If space must be leased, the cost will be the responsibility of the host. Event may be co-sponsored and the cost will be assessed proportionately.
4. All food, beverages (suggested light continental-type breakfast items/coffee/juice/water) are to be provided in sufficient quantities to serve an event lasting 1 hour. ***Hosts are highly encouraged to utilize the services of a Chamber Member for the catering of your event. Please visit www.greenvillenc.org for the most up to date list of Chamber Member Caterers.***
5. Hosts are encouraged to provide at least one door prize for participants. This allows for the host to advertise and to obtain business cards of those members who attend to use for future contacts.
6. Hosts are responsible for providing (1) table/counter, (1) chair, (1) small wastebasket for guest registration.
7. Displays of products and/or services are encouraged. Promotional information, literature, catalogs, brochures, etc. can be beneficial in educating members and winning new customers.
8. Upon reservation, host will pay the \$250 host fee. All cancellations must be made no later than 60 business days prior to the event. ***If a cancellation is made after this time, the \$250 host fee will not be refunded.***

Chamber Responsibilities

1. Publicize and promote your Coffee & Connections on Greenville-Pitt Chamber of Commerce's marketing platforms including, but not limited to, social media and Chamber's bi-monthly newsletter.
2. Coordinate Registration – Chamber Staff/Ambassador will greet guests, provide name tags and assist with registration.
3. Provide host with all business cards collected at registration for the door prize drawing.
4. The Chairman of the Board or his/her designee will serve as emcee of the event for announcements.
5. All Chamber members are invited to C&C. This includes all employees. Chamber Members may bring a guest (free of charge) who may be a prospective member.