



## Guidelines for hosting Coffee & Connections (C&C):

### Purpose

- C&C events provide an opportunity to:
  - Showcase the host business or organization to the business community.
  - Bring Chamber members together to connect, build relationships, and network in a relaxed, informal setting.

### Host Guidelines

- **Host Fee:** Due within 14 business days of event date confirmation:
  - \$250 for Builder Level & above
  - \$350 for Partner & Nonprofit Levels
- **Event Date & Time:** There is not a set day of the month for this event. The Director of Events will work with you up to 2 months prior 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).
- **Space & Parking:** The host location must be able to accommodate 45-60 people (including parking)
- **Co-Sponsorship:** Event may be co-sponsored with another Chamber member. In such cases, the host fee and other event costs may be divided proportionately among the co-sponsors.
- **Food & Beverages:** All food, beverages (suggested light continental-type breakfast items / coffee / water) are to be provided in sufficient quantities to serve an event lasting 1 hour.
  - Hosts are encouraged to utilize a [Chamber member](#) for event catering
- **Non-Member Guests:** Friends, family members, customers, and other non-member guests invited by the host are the responsibility of the host and should be invited with appropriate expectations regarding the event.
- **Door Prize:** Hosts are encouraged to provide a door prize. This is an opportunity to highlight the host's products or services and collect business cards from attendees for future business development and follow-up.
- **Registration:** Hosts are responsible for providing the following in the registration area: (1) table, (1) chair, (1) wastebasket
- **Business Promotion:** Displays of products and/or services are encouraged: Promotional information, literature, catalogs, brochures, etc. can be beneficial to introducing attendees to your offerings.
- **Cancellation Policy:** Cancellations must be submitted no later than 90 business days before the scheduled event date.
  - No refunds will be issued for cancellations made less than 90 business days before the event.
- **Speaking Remarks:** at around 8:30pm, a Chamber representative will welcome and share announcements, then the C&C sponsor will speak, followed by remarks from a host representative.

### Chamber Responsibilities

- **Promote the Event:** Publicize the C&C on the Chamber's event calendar, include it in the two biweekly newsletters preceding the event, create a Facebook event approximately two weeks prior, and promote the event through other appropriate social media channels.
- **Coordinate Registration:** Chamber staff and Ambassadors will greet guests, provide name tags, and assist with event registration.
- **Provide Attendee Information:** Provide the host with business cards collected at registration and/or the RSVP contact list following the event.
- **Provide Post-Event Promotion:** Share post-event coverage through the Chamber's social media channels.
- **Member Access:** All Chamber members are invited to attend C&C events, including all employees of member organizations.
- **Non-Member Guests:** Non-members may attend a maximum of two Chamber networking events.