

Business Connection Mixer Guidelines

Background and Policy

Business Connections Mixers are a networking program of the North Texas GLBT Chamber of Commerce. Business Connections are held monthly throughout North Texas. Generally the Chamber does not charge its members or guests to attend. All Chamber members and their guests, as well as anyone interested in learning more about the benefits of Chamber membership, are welcome to attend.

The opportunity to host a mixer is an exclusive benefit of Chamber membership.

Host Requirements

- Space to accommodate 50 - 100 guests
- Adequate/safe parking for guests
- Hot & Cold Appetizers
- Beverage service (as described below)
- Door Prize(s) for guests

Requirement Details

Space: The mixer space should allow guests to sit and/or stand comfortably; seating for all guests is NOT required.

Parking: Parking should be conveniently located if not adjacent to the venue. If valet parking is required, any charges associated with such service must be waived.

Food: Food choice is at the discretion of the host. However, it should be noted that guests may assess the host venue based upon the food served.

Beverage Service:

For licensed locations specific drink specials or happy hour pricing should be available for guests through the mixer period. The host may choose to provide each guest with a complimentary drink. In this case guests will be given a drink ticket to redeem for their first drink. The price for additional drinks, if not also complimentary, are at the discretion of the host. Host may limit the redeemable items to a specific or choice of drinks (i.e. domestic beer, house wine, etc.). The host will not be reimbursed for tickets redeemed.

For locations without a liquor license it is recommended that you offer guests a (limited) choice of beer, wine and bottled water.

Door Prizes: The Chamber strongly suggests that mixer hosts provide 2-3 items to be given as door prizes during the mixer. Gift items, gift certificates, etc. generally make good door prizes. It is not necessary for the host to provide a premium or gift to each guest.

Benefits

- **Exposure:** The Chamber actively promotes the Business Connections mixers along with the host member's information, logo, and with hyperlinks to the host's website whenever possible.
- **Marketing:** The host member has an opportunity to showcase their business and to make a brief presentation.

2014 Mixer Schedule

Business Connections Mixers in Dallas are held on the second Thursday of the month; January through December, from 5:30 PM – 7:00 PM.

Scheduling Procedures\Conflicts

It is the Chamber’s desire that Business Connections Mixers be a positive experience for our Member Host and Member Guests. We request the Chamber be notified if a similar event or one with a similar audience is planned within two weeks of the Chamber Mixer.

Requests to host a Business Connections mixer may be made by completing this page and faxing it to the Chamber office at **214-821-4530**. The Chamber and its Networking Committee will determine mixer locations/host.

Host/location for each mixer will be awarded based on the Chamber’s needs, geographic diversity and ability to accommodate the Chamber’s members. The list of dates/locations will be compiled by the Networking Committee, Mixer Coordinator and the Chamber President.

Host Request

- | | | | |
|-----------------------------------|--------------------------------|------------------------------------|-----------------------------------|
| <input type="checkbox"/> January | <input type="checkbox"/> April | <input type="checkbox"/> July | <input type="checkbox"/> October |
| <input type="checkbox"/> February | <input type="checkbox"/> May | <input type="checkbox"/> August | <input type="checkbox"/> November |
| <input type="checkbox"/> March | <input type="checkbox"/> June | <input type="checkbox"/> September | |

Member Business Name:			
Contact Name:			
Title:		Phone:	
Location Address:			
Email:		Fax:	

If selected, I agree to host the North Texas GLBT Chamber Business Connections mixer within the parameters set forth in the Mixer Guidelines.

Signature: _____ Date: _____

For Office Use Only			
Date Rec'd:		Site Visit:	
Event: Date:		Confirmed:	
Conf. Sent:		60-Days:	

ⁱ The North Texas GLBT Chamber’s Business Connections Mixer Guidelines are not intended to violation of any existing laws or agreements. It is the host’s responsibility to comply with all applicable laws.