



LAKE ARROWHEAD

Communities Chamber of Commerce

Mixer Guidelines:

- The Chamber is delighted you wish to host/sponsor a Chamber Mixer! We have included an application we request you complete and return to the Chamber Office via fax 909.336.1548 or via email to: askus@LakeArrowheadChamber.com
- Mixers may be held at the host's place of business if it can adequately hold and provide parking for between 50 and 75 guests. If not, a host may hold their Mixer in another member's facility that meets this criteria or co-host with another member.
- The host is encouraged to invite their own customers and friends to attend their Chamber Mixer, these and other guests do not need to be members of the Chamber.
- Mixers generally run 5:30pm to 7:30pm. At approximately 6:30 PM, Chamber leadership will introduce you to the guests. You may introduce your partners or employees, and vendors or others who have helped create your Mixer event.
- Chamber leadership will also introduce new Chamber members to the group and allow them to give a 60 second commercial about their business.
- Door prizes are optional if the host wishes to include raffle prizes for the mixer. The Chamber will assist with a drawing from business cards (or raffle tickets) collected and announced.
- The host and Chamber members are encouraged to display their SWAG (business cards, literature, pens, etc.) Non-members are not allowed to display SWAG.
- We encourage you to be a creative host as this is a chance to showcase your business to other member-businesses and community organizations.
- The host may create a flyer to upload to the Chamber calendar, insert into the Chamber Monthly Mailer, and be distributed via the Chamber eblast system in the month preceding the Mixer.
- Members must be in good standing to be considered as a Mixer host.

Chamber Will:

- Provide you a marketing package valued at \$960.00 for a Mixer Sponsorship fee of only \$100.00
- Publicize your Mixer on the Chamber Calendar and upload your Mixer flyer value: \$50.00.
- Publicize your mixer in the Weekly Chamber Newsletter value: \$100
- Create and email five Eblasts at least four weeks in advance of your Mixer value: \$250.00
- Place your Mixer flyer in our Monthly Mailer to 500 Members in the month of your Mixer value: \$85.00 (500 flyer copies of the tri-folded flyer are required).

- Minimum five posts for your Mixer on Facebook Value: \$275.00
- Create a Post-Mixer Eblast with photographs value: \$100.00
- Staff will arrive at 5:00 PM to place Chamber Event Mixer Signs outside your location to help guests find you and organize the check-in table and supply nametags, pens, holder(s) for business cards, check in your guests, and work the event until 7:30 PM. Value: \$100
- Provide a microphone/sound system for your Mixer.

Sponsoring Business or Organization Will:

- Submit an application to the Chamber to host a Chamber Mixer.
- Pay a sponsorship fee of \$100 when the Mixer date is agreed upon and approved.
- Provide heavy or light appetizers for guests.
- Provide a selection of beverages. Beer, wine, and other alcoholic beverages are optional.
- Secure ABC Temporary License and/or Liquor Liability Coverage Binder when applicable.
- Provide cups, glasses, ice, beverage openers, napkins, plates and utensils.
- Provide a table and two chairs for Chamber to welcome and check in guests at the entrance to your Mixer location.

Chamber Mixer Application

Please fax to 909.336.1548 or email to askus@LakeArrowheadChamber.com

Member Information

Member Business

Name: _____

Email address _____

Physical Address _____

Phone: () _____

Contact Person: _____

Additional Information

Has your business previously hosted a Chamber Mixer?

- Yes. What year(s)? Will you be the sole host? If not, other members hosting?

Mixer date: _____

Mixer time: _____

Theme: _____

Menu: _____

Entertainment: _____

Beverages: _____

Door Prizes: _____

Special Plans: _____

I have read and understand the Chamber Mixer Guidelines.

Business Representative

Date