

Business **After Hours** Information



The Bastrop Chamber of Commerce wants to **Thank You!** for your interest in sponsoring a Business After Hours! This event offers a special opportunity to showcase your business, services, and facilities to the business community, other Chamber members, the Board of Directors, and your own customers in a casual, relaxed atmosphere after normal business hours.

What the Bastrop Chamber of Commerce will provide for you

- The Chamber will provide publicity for "Business After Hours" through emails, the Chamber website Calendar of Events, newsletters, Facebook and monthly luncheons.
- The Chamber will promote the sponsoring business for "Business After Hours" as the host for the event.
- The Chamber will provide suggestions for catering services from its list of fellow Chamber members.
- The Chamber will help answer any questions and provide support prior to the event to make your "Business After Hours" run smoothly.
- The Chamber will provide cards for drawing of door prizes.
- The Chamber will provide name tags for the event.
- Chamber staff will be present during the entire event to help host your "Business After Hours".
- The Chamber will list sponsor with photo in follow-up newsletter published in the Bastrop Advertiser for hosting "Business After Hours".

Guidelines for Sponsorship

- The sponsor must be an active Chamber member in good standing.
- "Business After Hours" can be held during any month other than February, May, July, or December. The Chamber will work with sponsor on setting a date that will be suitable with the Calendar of Events in the community.
- The set hours for "Business After Hours" is 5:30 to 7:00 PM.
- The sponsoring business is responsible for providing the location for the "Business After Hours". The location must be available from 5:30 to 7:00 PM and able to accommodate up to 75 people. If an outdoor "Business After Hours" is planned, an alternate location must be provided in case of inclement weather.
- The sponsoring business needs to provide food & beverages of their choosing. Finger foods are suggested along with wine, beer, sodas, tea, and water. From experience, a lower attendance can be expected if adult beverages are not served.
- A theme for "Business After Hours" makes the event more exciting for attendees.
- It is suggested that the sponsoring business advertise the "Business After Hours" to customers and employees via invitations, signage in business, newspaper, emails, etc.
- The sponsoring business will provide at least one door prize for attendees and promotional giveaways are highly suggested.
- The sponsoring business will be given 5-10 minutes at the "Business After Hours" to promote their business, products & services, and introduce their employees at about an hour into the event with door prize drawings to follow.
- The sponsorship investment to the Chamber is \$250 and must be paid prior to the event.

The **Bastrop Chamber of Commerce** is pleased to help you make the most of your event. From our experience, you can expect on average 50-70 people in attendance. This depends on a number of factors, the most essential being the promotional efforts to invite your own contacts to your event. Please don't hesitate to call the Chamber with any questions at **512-303-0558** or email **info@bastropchamber.com**!