



Some of the benefits of sponsoring a Chamber Evening Social include:

- ❖ Recognition in the Chamber newsletter
- ❖ Recognition on the Chamber's online events calendar
- ❖ Two e-blasts advertising your sponsorship of the social, including your logo and a link to your website
- ❖ Up to 5 minutes to speak about your business/organization at the Evening Social
- ❖ The Chamber will submit an event announcement to The Davis Enterprise

Information for Chamber Evening Social Hosts

1. Only Chamber members in good standing may host an Evening Social. The cost to host an Evening Social is \$400, payable in advance. About two months prior to the event, the Chamber will invoice the Evening Social host for the \$400 hosting fee; payment is due within 30 days of invoicing.
2. Attendance is usually around 80 people, but can easily exceed 100 guests.
3. The Evening Social host is responsible for providing food and beverages. We suggest:
 - Beer (bottles or cans, premium labels only), about 24 bottles
 - Wine (red and white), about 5 bottles each
 - Other alcohol, *only if you wish* (margarita machine, cocktails, punch, etc.)
 - Water (bottled), about 24 bottles
 - Soft drinks (cola and non cola, diet and regular), about 18 cans
 - Cups (6-oz size for wine and soft drinks, cups optional for beer)
 - Finger food of some type (appetizers or desserts), about 150-200 pieces
 - Don't forget napkins, plates, bottle openers, trash/recycling, and ice -- as needed
4. **Staffing:** Chamber staff and Ambassadors will run the bar and greet arrivals. Your staff should be there to network—let us do the legwork.
5. **Decorations:** Make it fun! Use your imagination! If you wish, you can have a theme which carries through from your product to the food to the decorations. People are here to see your location, so make it represent the image you want, whether that is fun, elegant, sporty, etc.
6. **Traffic flow:** Encourage movement throughout your space by spreading out the bar, food table and other attractions in different places.
7. **Music or entertainment:** Consider providing music for the Evening Social. This could be live or recorded. Or, if appropriate for your venue, give tours or demonstrations.
8. **Door prizes:** One highlight of the event is door prizes. Please provide a few prizes representing your business, valued at a minimum of \$10 each. If you don't have appropriate items, consider providing something from other Chamber member businesses (perhaps your own clients or vendors?). The more prizes, the more people win! It is better to have a few smaller prizes than one large one, so more people go away happy. The Chamber also brings a few items that have been donated by members for this purpose, and often a guest will bring something.
9. **Agenda:** The Evening Social lasts from 5:00 to 6:30pm. Most of the time is unstructured for networking, but at about 5:50pm, we have a short program. Please consider whether a microphone is needed.
 - Chamber executive welcomes all, thanks and introduces sponsor
 - Sponsor has 2-5 minutes to describe the business
 - Chamber staff and Ambassadors host the door prize drawing

10. **Guest list and E-blast Advertising:** Evening Socials are not just for Chamber members! E-mail, fax or mail an invitation to your customers, guests & prospects! Chamber member address labels are available for purchase for \$100.00. The Chamber will send out 2 e-blasts on behalf of the event sponsor. Please provide a 600dpi image in portrait orientation and .jpeg format no later than 2 weeks prior to event. Include the following information:

- Appetizers and drinks are served (also mention any live music, tours, or demos)
- Door prizes are open to all
- A great opportunity to network with new people
- Free, casual, and no reservations are required
- Easy to stop by on the way home from work

**Thank you for making your Evening Social the best one possible.
If you have any questions, please call the Chamber at (530) 756-5160.**