

Paragould Regional Chamber of Commerce Business After Hours Contract/Checklist

As a sponsor of “Business After Hours”, you have the opportunity to showcase your business while supporting a successful Chamber event. There is only one BAH per quarter.

Fees:

___ **\$200** includes email invitations only (including 1 week before and day-of email blasts, social media reminders, and Friday Facts newsletter notifications)

___ **\$400** includes email AND postcard invitations (including 1 week before and day-of email blast, social media reminders, and Friday Facts newsletter notifications)

THE SPONSOR AGREES TO:

- Provide logo for invitations/promotional items (if you have a logo)
- Provide location from 4pm-6pm **or** 5pm-6:30pm.
- Provide a creative theme for the event (include activities) to increase attendance
- Provide food and drink (If using the Chamber’s facility, sponsor must use a Chamber member for catering. A list will be provided.)
- Provide a registration table able to fit at least two (2) people
- Provide Door Prizes & promotional giveaways

THE SPONSOR HAS THE OPTION OF:

- Serving alcoholic beverages (beer, wine)
- Providing Entertainment (approved by Chamber ahead of time)
- Using the Chamber’s facility

THE CHAMBER AGREES TO:

- Create and Mail Invitations to the Main Representatives of each Chamber member. (if event is at the \$400 level)
- Promote in Newsletters
- Provide Nametags
- Staff the Registration Table
- Provide a Chamber Spokesperson
- Email blast 1 week before and the day of

Business Name _____

Owner/Manager Signature _____ **Date** _____

Chamber Representative Signature _____ **Date** _____

Date of Event: _____ **Time:** 4pm-6pm 5pm-6:30pm

Updated 1/23/26

Please notify the Chamber immediately if you will not be able to host the event in your scheduled month.