

Paragould Regional Chamber of Commerce

Business After Hours

Contract/Checklist

As a sponsor of "Business After Hours", you are helping to support a successful Chamber event, and you are given the opportunity to showcase your business. Business After Hours events are held from 4:00 p.m. - 6:00 p.m. or 5:00 p.m. – 6:30 p.m. on a quarterly basis.

Fees:

_____ **\$200** includes email invitations only (including day-of email blast, social media reminders, and Friday Facts newsletter notifications)

_____ **\$400** includes email AND postcard invitations (including 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 4:00 to 6:00 p.m. or 5:00 to 6:30 p.m.
- *Provide a creative theme for the event (include activities) to increase attendance
- *Provide food and drink
- *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)

THE CHAMBER AGREES TO:

- *Create and Mail Invitations (if event is at the \$400 level)
- *Promote in Newsletters
- *Provide Nametags
- *Staff the Registration Table
- *Provide a Chamber Spokesperson
- *Email blast the day of (SPONSOR MUST PROVIDE INFORMATION)

Business Name _____

Owner/Manager signature _____ **Date** _____

Chamber Representative Signature _____ **Date** _____

Date of Event: _____

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