



HOST A MONTHLY BUSINESS BREAK

**Would you like to sponsor one of our popular monthly Business Breaks?
Here are some guidelines to help you plan and put on a successful event.**

THE BENEFITS OF HOSTING A BUSINESS BREAK:

- Introduce your business to your peers in the Lakes Region business community.
- Draw attention to your location, your team, etc. and the products and services you offer.
- Let your unique environment foster congenial networking; the hallmark of this event.
- Involve your staff / volunteers in planning a themed Business Break. It's good for team-building, helps increase guest attendance, and it will be well-remembered and talked about afterwards.

HOSTING RESPONSIBILITIES:

- Promote your Business Break. Get the word out to everyone associated with your business. Invite your suppliers and other industry peers. Post it on your website. Create an announcement to display at your front desk. Give details to the Chamber office so we can market your event to our 400+ members.
- Provide your choice of food and beverage and a cash bar for the number of guests attending. Average attendance is 75-80 people. Cold weather and storms do not seem to be a deterrent! If you would like to hire a caterer, we are happy to recommend those who are members of our Chamber. Make sure your caterer has a liquor license if they are tending the cash bar.
- Provide a table for Chamber greeters to welcome arriving guests. The Chamber will provide name tags.
- Obtain door prizes from your own and other area businesses for the evening's drawings. It's good to have between 6 and 12 items. Some attendees may also bring along a business promotion item unsolicited.
- Prepare a 2 to 3 minute presentation about your business that you will deliver during the Break. If you have a co-Host, they will do the same.

GENERAL INFORMATION:

- **Dates and Times:** Business Breaks are always held from 5:30 to 7:30 P.M.
Your choice of a Tuesday, Wednesday or Thursday evening.
- **Cost:** \$275.00 to host plus \$50 for each co-Host. Host and co-Host may decide to split the total cost.
- **Themes:** If you have a unique idea for your Business Break, play it up! A theme night can work well, particularly near a holiday like Valentine's Day, St. Patrick's Day, Halloween, etc.

TO BOOK A BUSINESS BREAK, CONTACT:

Deb McPhail, Chair of the Business Break Committee, 838-3339
or Chamber Executive Director Barbara Clark 892-8265.