



Business After Hours Guidelines

The following guidelines are set in order to make your event a success. Thank you for taking the time to review these items. If we can help you with any decision for your party, please contact Peyton Waldrop at 281-488-7676 or peyton@clearlakearea.com for assistance.

HOST RESPONSIBILITIES

- The Business After Hours (BAH) is intended to be a time to network and socialize in an informal setting to meet fellow Chamber members in a casual atmosphere and get to know their business capabilities without a structured program.
- Be prepared to accommodate approximately 75 people during the two-hour event with **appropriate space and ample parking**.
- If you would like to invite guests that are not Chamber members, please provide us with a list of names, prior to the event date, so they are not confused with non-members who are charged a fee to attend.
- The host will provide food, adult and soft beverages. Your choice of food is entirely up to you; it may be light snacks to full fare, depending on location and/or theme. Typically the adult beverages are beer and a red and white house wine. If you prefer to provide us with drink tickets, we will be happy to distribute them as requested. **If you would like to provide something other than the food or beverage suggestions listed above, please let us know prior to the event.**
- Suggested days to hold the event are **Tuesday, Wednesday or Thursday. Time is 5:00pm – 6:30pm.** The Chamber staff will assist you in coordinating and confirming the date to avoid any conflict with another event.
- A door prize is encouraged.

CHAMBER RESPONSIBILITIES

- The Clear Lake Area Chamber of Commerce will publicize the BAH through various Chamber publications: Newsletter, announcements at all meetings, including Diplomats, General Membership Luncheon, Executive and Board meetings, etc.
- E-mail invitations to the entire Chamber membership.
- Chamber personnel will be on duty at the front door to check-in the guests. They will be there at 4:45 pm to set up the check-in area.
- Chamber Diplomats will greet guests at the door and assist guests with check-in and directions to enjoy phases of your party, i.e.: food, beverage, music, etc.