

After Hours Event Guidelines

Any Chamber member in good standing can host a Chamber assisted after hours event up to one time every 12 months. A Chamber assisted after hours event is one where the SACC will assist you with marketing and promoting your event.

To qualify for this you must:

- ◆ Have your event approved by the Chamber a minimum of 45 days prior to the event. The Chamber will confirm that your event date/time does not conflict with any other Chamber events.
- ◆ Have at least one free raffle item or door prize.
- ◆ Supply refreshments*.
- ◆ Supply the Chamber with an event flyer to use in promoting your event.

As our commitment to you, the Chamber will: (A \$150 Value!)

- ◆ Only allow two Chamber assisted after hours events per month and no more than one in any one given week.
- ◆ Supply you with a set of mailing labels for all current Chamber members.
- ◆ Send one e-blast to all Chamber members about your event (using your event flyer).
- ◆ Send one press release to the local papers about your event.
- ◆ Post your event on our website calendar of events.
- ◆ Post your event on our Facebook page.
- ◆ Include your event in our weekly upcoming events email for up to three weeks prior to the event.
- ◆ Provide you with a webpage for your event including on-line registration for RSVP if needed.

Our recommended best practices for a successful event:

- DO—Support fellow Chamber Members! Use them to supply items like food, beverages, decorations, invitations, etc.
- DO—hold your event on a Tuesday, Wednesday or Thursday evening.
- DO—hold your event from 5pm to 7pm.
- DO—use the Chamber provided mailing labels to send an invitation to each Chamber member.
- DO—send your invitation to fellow colleagues, family, friends, clients, associates etc.
- DO—partner with neighboring Chamber member businesses to increase attendance and help defray cost.
- DO—have a theme for your event. Having a theme for the event makes the event exciting and fun. Be creative and use that theme throughout; include it on your invitations & emails and at the event itself. Call the Chamber office for help and ideas on a theme for your event.

All Chamber assisted after hours events must be approved in advance by the Chamber President and Board of Directors. To discuss your event, and schedule your date, please contact Jennifer Dylik at 815-725-2900.

*You may chose to supply alcohol at your own discretion and at your own risk. You assume all liability if serving alcohol as the Chamber does not require that you do so for the event.

I acknowledge that I have read, understand and will follow the above requirements. I have completed the application and wish to apply to host an After Hours event.

Sign/Date _____

After Hours Event Application

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General Contact Information:

Business Name: _____
Business Address: _____
Business City/State/Zip _____
Business Phone _____ Alternate Phone _____
Email Contact _____

What is your preferred:

Date of Event _____
Time of Event _____
Theme of Event _____
Other Event Details: _____

For Chamber Use Only:

Approved Date/Time by Board: _____
Entered on Calendar of Events: _____ Membership Labels Delivered: _____
E-Blast Scheduled for: _____ E-Blast Sent : _____
Press Release Written: _____ Press Release Sent: _____
Event on Facebook: _____ Event Webpage: _____
Event on Weekly E-Blast for week of: _____, _____, _____