



Bucksport Bay Area *Chamber of Commerce*

WHAT IS A BUSINESS AFTER HOURS?

A Business after Hours (BAH) is a business/social gathering of Chamber members and their guests at your business or chosen location. As a business after hours host, the BAH provides you with the opportunity to showcase the products and services of your business, and offers area business people a chance to gather informally, see old friends, make new business contacts, and find out what our area businesses have to offer.

The BAH generally takes place at the end of the business day from 5:00 to 7:00 p.m. It is usually held on Tuesday, Wednesday, or Thursday evening. All hosts must be current members of the Bucksport Bay Area Chamber of Commerce. Businesses may also co-host a BAH.

WHO IS INVITED?

Representatives of area businesses belonging to the Chamber, their employees and guests may be invited. Also a small list of area officials, potential members and area resource people might be included.

HOW DO PEOPLE LEARN OF THE EVENT?

The Chamber will share your press release on the Chamber's website, a listing in the Chamber newsletter, email notifications of the event, a listing on the Chamber Facebook page, and of course word of mouth!

WHAT HAPPENS AT THE EVENT?

- A Chamber representative will arrive early to assist as necessary to set up an area for name tags and door prize registration.
- As our host, we will ask you, or one of your employees to greet guests as they come in. A Chamber staff member or representative will assist with this.
- Participants will be asked to wear nametags – which the Chamber will provide.
- Participants can place their business card into a basket for the door prize drawing. You will be allowed to keep the business cards for your reference following the BAH.
- Tickets can be sold for 50/50 raffle drawing, if the sponsoring business is in favor of this.
- During the evening, the host, Chamber Board Members, and Special Guests will be introduced to the attendees.
- You will be introduced and have the opportunity to say a few words about your business.
- A Chamber representative will make brief announcements regarding any upcoming Chamber events and activities.

WHAT DOES THE HOST PROVIDE FOR THE EVENT?

- The location – if you would like your event to stand out, consider a theme to create a festive and appealing event.
- Hors D'oeuvres & beverages (can be alcoholic and/or non-alcoholic – it's up to you)
- Door Prizes (related to the sponsoring business)
- Promotional information, displays, or tours of the business. Guest speakers can also be part of the program.
- Provide the Chamber a paragraph about your business in advance of the date you are hosting.
- A table or desk, preferably near the entrance, for registration of our members and guests. We will also use this surface to set up any raffles and to display member literature and upcoming events.

WHAT DOES THE CHAMBER PROVIDE FOR THE EVENT?

- Publicity for the event. The Chamber will provide the sponsor with a listing of all current chamber members for the sponsor to mail invites. The Chamber will announce the Business after Hours in the BBACC newsletter and promote the event in email notifications. The BBACC will include your logo in information distributed giving you optimal advertising and awareness of your business.
- That Chamber will list the event on the Chamber Facebook page, email notifications to chamber members and other area businesses, and include the event on the Chamber website events page.
- Name tags for attendees, card blanks (for those without business cards), and basket for door prize tickets/business cards.
- Raffle tickets for the 50/50 drawing.
- Staff support and guidance. The Chamber staff will work with you to ensure that all necessary steps are taken for you to host a fun and successful Business after Hours!

WHAT NEEDS TO BE DONE IN ADVANCE?

- Work with the chamber to promote your event.
- You may do your own publicity as well, please be sure to indicate that it is a Bucksport Bay Area Chamber of Commerce after Hours.

Please contact the Bucksport Bay Area Chamber of Commerce at (207) 469-6818 or email alecia@bucksportbaychamber.com if you would like to be a sponsoring host or have any questions about your event.