

CLEAR LAKE AREA CHAMBER OF COMMERCE

Business After Hours Guidelines

Please take the time to review the following guidelines which are set to make your Business After Hours a success. If we can help you with any decisions for your Business After Hours, please call 281-488-7676 for assistance.

The Business After Hours 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.

HOST RESPONSIBILITIES

- Accommodate 30 to 75 people for one and one-half hours with appropriate space and **ample parking**.
- Provide complimentary food, alcoholic beverage (beer and wine) and soft drinks for 30 to 75 people. You determine the menu, offering an ample amount of food for guests being served alcoholic beverages for one and one-half hours. You may choose substantial appetizers to a light meal. If you plan to have your Business After Hours catered, please select a Chamber member restaurant or caterer by using our online directory at clearlakearea.com.
- Business After Hours are scheduled Monday's through Thursday's from 5:00 p.m. – 6:30 p.m. The Chamber staff will assist you to coordinate and confirm the date.
- Door prizes are not required but highly recommended.

CHAMBER RESPONSIBILITIES

- The Clear Lake Area Chamber of Commerce will publicize the Business After Hours through various Chamber publications: Weekly Window (calendar reminder) Newsletter, announcements at all meetings, including Diplomats, General Membership Luncheon, Executive and Board meetings, etc.
- E-mail invitations to the membership.
- Chamber personnel will arrive at 4:30 p.m. and be on duty at the front door to check-in guests.
- Chamber personnel will arrange for Diplomats to greet guests at the door and assist with check-in and directions to enjoy your Business After Hours, i.e. food, beverages, music, etc.

Thank you again for agreeing to host a Business After Hours and helping the Clear Lake Area Chamber of Commerce advance our mission to be:

**“Champions for Business Success and
Quality of Life in our Community.”**