



“Chamber Mixer Guidelines”

(Please read thoroughly and keep on hand.)

General Information

- Only Chamber Members in good standing may sponsor a Chamber Mixer. Members wishing to sponsor a Chamber Mixer must submit an application to the Chamber Office.
- Mixers will be held at the sponsor’s place of business if it can adequately hold 30 to 60 people. If not, a sponsor may hold their Mixer in another facility that meets the criteria.
- Mixers are held on the 2nd & 4th Tuesday of the month.
- Mixer hours are from 5:00 p.m. to 7:00 p.m.
- The Host firm may invite their own customers and friends to attend their Chamber Mixer whether or not they may be members of the Chamber.

Sponsoring Firm Duties

1. The host firm will submit an application to hold a Chamber Mixer to the Chamber along with a **Sponsor Fee of \$100**. This fee is non-refundable.
2. The host will provide sufficient food for their guests. If a professional caterer is used, it is recommended, but not required, that a Chamber member caterer be hired.
3. The host will provide a table and 2 chairs for Ambassadors to check in the guests at the entrance.
4. The host will provide sufficient number of wastebaskets.
5. It is recommended that the host provide **two to three door prizes**. The drawing for the door prizes will be held at approximately 6:00 p.m. at which time the host will be introduced by the Chamber leadership. Door prize winners will be determined by a drawing from the business cards collected at time of entry. The business cards will be left with the host so the host will have a record of the guests.

Chamber Ambassador Duties

1. The Ambassador in Charge will contact the host a week prior to the Mixer to confirm details.
2. The Ambassador in Charge will arrive at 4:45 p.m. to meet the host and to place 2 “Chamber Event” A-frame signs to help guests find the Mixer location.
3. Chamber Ambassadors will welcome guests, collect business cards, and issue nametags from 4:45 p.m. to 7:00 p.m.

Chamber Staff Duties

1. Staff will provide nametags, pens, etc.
2. Staff will include announcement of the event in the monthly mailing, on the Chamber Calendar on the Chamber website, in the Voice of Business Newsletter, & in an email reminder.
3. Staff will write a follow-up article published in the Voice of Business Newsletter including a picture of the event.
4. Staff will work with you to make your Chamber Mixer as successful as possible.