



Business Before Hours

by **alamance** chamber™

#AccessNetworking

Business Before Hours Host Agreement

Business Before Hours, a morning networking event, is held the second Friday of every month from 7:30 - 9:00 a.m. (with the exception of January, July, and December). Its purpose is to provide a networking opportunity for chamber members, as well as provide member businesses a forum to publicize their products/services and gain information for potential contacts.

Information & Requirements for a successful Business Before Hours:

- The number of attendees is typically 20-30 business representatives.
- The chamber will promote the Business Before Hours event, include the invitation on our website, monthly electronic mailer - *Access More Monthly*, social media, and provide blank name-tags on the morning of the event.
- The host company is responsible for providing breakfast for this event.
- Host should have space setup and available by 7:00 a.m.
- Host should have a door prize for a drawing that will be awarded at end of event (optional).
- Have someone from your company available to greet guests at registration table. Each attendee should complete and wear a name tag.
- The opportunity to set up a table display is available to host.
- At approximately 8:05 a.m., a Chamber representative will welcome everyone and make a few announcements. Each attendee will then be allotted 60 seconds to share a business commercial with the group. This will be facilitated by Chamber representative(s). Next, the host will be given the opportunity to give a 5-10 minute presentation.

The Alamance Chamber appreciates your eagerness to partner with us to offer this program to fellow chamber members. We want your Business Before Hours to be a positive experience for everyone. Please do not hesitate to contact Kelly Roberts or Reagan Gural at 336-228-1338 if you need assistance.

Please complete and return by email to kelly@alamancechamber.com to reserve a month for Business Before Hours. Please keep in mind, host months are assigned on a first-come, first-served basis.

I agree to host Business Before Hours event on _____ 2017. (Always the 2nd Friday of each month)

Business Name: _____ Contact Name: _____

Contact Phone: _____ Contact Email: _____

Address of Event Location: _____

