

Want to Open Your Doors to Potential New Customers? Host a Chamber Night Out.

Once your business has been a member for a year, you are eligible to host one of our most popular events – Chamber Night Out. Chamber Night Out is scheduled monthly from February through November, with an average attendance of 75-100 at these events. Date and time are flexible and your choice, however, the majority of these events have been held toward the end of the month after normal business hours from 5:30 to 7:30 p.m.

Chamber Night Out is a monthly networking event which usually brings over 75+ business people together to share business connections, conversations, and good spirits. The Chesterfield County Chamber of Commerce looks for hosts to open their doors to the membership. By hosting a Chamber Night Out, your business has the potential to be exposed to new clients and customers. It is an opportunity to help your business **STAND OUT**.

When your business hosts a Chamber Night Out, you will receive recognition in the weekly E-newsletter and an event write-up on the Chamber website. You are also invited to be on the agenda at the Monthly Luncheon before your CNO to personally invite the membership to your place of business. But truly the greatest recognition is from your local business peers.

A few things to consider when deciding to become a host:

- Hosts should provide some type of food/hors d'oeuvres for approximately 75+ people.
- Hosts should provide non-alcoholic or alcoholic beverages if you choose.
- Hosts should supply at least two door prizes to be given away at approximately 6:15 p.m. These door prizes should be reflective of your business and designed to get people back into your business.
- Plan to speak at your Chamber Night Out for about five minutes and have a sound system available if necessary. Participants are making business connections and it is often difficult to gain their attention without a sound system.
- A registration table near the entrance is needed to allow the Chamber staff and Ambassadors an area to fill out name tags and collect business cards.
- You are welcome to join with other Chamber members to host the function; however, all sponsors and locations should be confirmed no later than two months prior to the Chamber Night Out you are hosting. Example: if you are hosting the September Chamber Night Out, all sponsors and the location of the event should be reported to the Chamber no later than July. This is to ensure that all sponsors receive recognition in the Chamber's E-newsletter and invitations.

Other Ideas:

Many successful Chamber Night Outs are those that follow some type of theme. It is not required that a business does this in order for the event to be a success, but it is suggested.

Some favorites include:

Sports Theme	Casino Night	Locale Theme	Luau
BBQ Theme	Seasonal Theme	Holidays	Travel Theme

Be creative! There are no set rules except to have fun and that whatever you chose to do make sure it is done in good taste for both men and women.

If you have any questions or concerns about hosting a Chamber Night Out, please contact Sandy at the Chamber office by calling (804) 748-6364 ext. 2 or by email at admin@chesterfieldchamber.com



CHAMBER NIGHT OUT SCHEDULING FORM

Organization Name					
Contact Person					
Physical Address					
City		State		Zip	
Telephone #		Fax #			
Email Address					
Web Address					
Date Requested 1st Preference				Time	
Date Requested 2 nd Preference				Time	
Date Requested 3 rd Preference				Time	
Driving Directions					

Details/theme of your event: _____

O Please email the Chamber your logo in a jpg format to lenita@chesterfieldchamber.com.

Chamber Night Outs are to be scheduled at least **three months** in advance. The Chamber recommends that you select the third or fourth week of the month on a Tuesday, Wednesday or Thursday evening. Choosing the later weeks in the month gives us an opportunity to market the event to the guests at the monthly luncheon. You will be invited to speak at the podium on the details of your event.

After this form is received, you will receive a call from the Chamber to discuss the details of your event. When the event is approved, you will receive a faxed copy of this form for your records.

Approval

The above referenced Chamber Night Out is approved for the following:

Date Approved	Time
Signature	

Please fax this completed form to 804-425-5669.