

Dear \_\_\_\_\_:

Thank you for partnering with the Norfolk Area Chamber of Commerce to host a Business After Hours in 2018! I am excited to work with you and coordinate an awesome event. I have you scheduled for \_\_\_\_\_.

A Business After Hours event is an exclusive opportunity for Chamber members to showcase their products and services to new and existing clients. As the host, you will have the creative control over this event with a few general guidelines. I would like to schedule a time with you to do a site visit of your business and go over these details. Please call the Chamber to set this up.

**Venue:** Your business is an ideal venue, however, if it isn't accommodating for a large event, partnering with another Chamber member could be a great option for you. The venue should, preferably, accommodate 100 people. You also have the option of hosting at the Norfolk Area Chamber.

**Theme:** You have complete control over the creative direction of your event and I will consult you on best practices in our site visit. In general, having tasteful décor and a theme will draw in more guests and make their experience with your business more memorable.

**Payments:** The sponsorship fee for hosting a Business After Hours is \$250.00 and will be invoiced to you when your event is close. Businesses co-hosting an event may split this amount accordingly. Our team requires **45 days' notice** if you would like to terminate this agreement. Other required expenses are hors d'oeuvres, beverages, and tables. Optional expenses include live music, raffle items, and promotional materials.

**Food:** Depending on your theme, your food can be anything from small hors d'oeuvres to a plated meal. I have plenty of past orders to guide you when making this decision. Our team requests that you utilize a Chamber member and can provide you with a comprehensive list. I will give you a count of attendees 2 days before the event.

**Beverages:** Because this is a private event and we utilize a guest list, you will not be required to purchase a liquor license for this event. Depending on your theme, a variety of beer, wine, soft drinks, and water are great options. I have plenty of past orders to guide you and request that you utilize a Chamber member.

**Presentation:** During the event, our volunteers will coordinate a formal presentation where they will make announcements, give away raffle items, and allow you to speak. We encourage you to have live music or background music throughout the event.

**Guest List:** My team and I will promote your event and handle all invitations and RSVPs. This is an exclusive, chamber-member event unless prior arrangements have been made with our team. You are welcome to create an invitation for your affiliates; however, it must be approved by our team. We welcome all your team members and their spouses to attend, free of charge. Please give the Chamber a list of their names 2 days prior to your event.

Let's customize this event to showcase your awesome business. Contact me at the Chamber to get started! (402)-371-4862

Sincerely,

Jarad L. Dahlkoetter

Please sign and return to the Norfolk Area Chamber, located at 609 W. Norfolk Avenue, or email [jdahlkoetter@norfolkareachamber.com](mailto:jdahlkoetter@norfolkareachamber.com). By signing below, you agree to all statements made in this letter.

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Signature

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Title

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Date