CATCHING UP CHECKLIST

BUSINESS RESPONSIBILITIES

PRE-EVENT

- [ ] Designate a contact person and speaker(s), and provide The Chamber with their names/titles
- [ ] Accept the Facebook event co-host request and promote/share it as you see fit
- [ ] Designate tour guides of business, if applicable
- [ ] Decide what to serve
  We encourage you to utilize the services of a fellow Chamber member! A full list of members can be found within the directory on our website.
  - Beverage
  - Snack or breakfast/brunch item
  - Expect to serve around 10 to 15 people
- [ ] Prepare banners or signs, if needed
- [ ] Advise The Chamber of any discounts or specials or door prizes you are giving away in celebration of the event.
  We can provide raffle tickets for you to use for drawings.
- [ ] Send conversation topics to Chamber staff at least three days prior to the event. When staff are aware of talking points, we can help ensure all important topics are covered.
  Examples of talking points to be aware of:
  •products/offerings/services, business history, experiences/background, events, etc.

WHAT TO EXPECT?

- Chamber staff to arrive 15 to 30 minutes before event
- Opportunities to network with fellow peers and Chamber members
- Questions and answers about your offerings and services from the crowd
- Attendance for events best at 9 a.m. or 4 p.m. Tues./Wed./ Thurs.

CHAMBER RESPONSIBILITIES

PRE-EVENT

- [ ] Post event to all Chamber calendars/schedule of events
  - Internal Outlook calendar
  - Create a Facebook event
  - Post to website
  - TextCaster notifications
  - Newsletter/Spotlight
  - Radio

DURING EVENT

- [ ] Photography and Facebook Live/video provided for marketing purposes

POST-EVENT

- [ ] Photo included/saved for marketing purposes; added to Monday Spotlight e-mail, and Monthly Newsletter

CONSIDERATIONS TO SHARE WITH CHAMBER STAFF

- Will the event be outdoors? Is Wi-Fi readily accessible?
- Turn off background music to help followers and people attending hear.
- Where should we set up for the formal presentation?