

## Business After Hours Sponsor Request

Months will be assigned on a first come – first served basis. There is NO FEE to host a Business After Hours.

- ❖ The Host should have a space adequate for 50-75 people not necessarily enclosed.
- ❖ **The event's primary purpose is for Chamber members and should not be viewed as a public event. Guests may attend if accompanied by a Chamber member.**
- ❖ The Host will provide a flyer to advertise the event for email blast. **The event should be branded as a Katy Area Chamber of Commerce Business After Hours event hosted by...(your name).**
- ❖ The Host will be responsible for providing and serving food and drink at the event. Providing alcoholic beverages is generally a key to success.
- ❖ The host may elect to provide door prizes for the event.
- ❖ There shall be no program except as provided by the Chamber for door prize drawings. Chamber will thank the guests for coming and the sponsor for hosting the event for the Chamber.
- ❖ The Host may conduct tours of their business during the event for those interested.
- ❖ Multiple Chamber members can partner to host a Business After Hours.
- ❖ Displays and exhibits may be used to promote sponsor but also must identify the function as a Katy Area Chamber of Commerce "Business After Hours" with our logo.
- ❖ Chamber will NOT accept RSVPs for the event.

### Month Requested for Event:

1<sup>st</sup> Choice \_\_\_\_\_ 2<sup>nd</sup> Choice \_\_\_\_\_ 3<sup>rd</sup> Choice \_\_\_\_\_  
Actual Date must be pre-approved by Chamber; usually the 4<sup>th</sup> Tuesday of the Month

Company: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Contact Day Phone: \_\_\_\_\_ Contact Cell Phone: \_\_\_\_\_

Contact E-mail: \_\_\_\_\_

Address: \_\_\_\_\_ Zip Code: \_\_\_\_\_

For Business After Hours Event

Description of the event (type of food, drink, activities, etc.): \_\_\_\_\_

\_\_\_\_\_

Directions to Event: \_\_\_\_\_

\_\_\_\_\_

Web Address: \_\_\_\_\_

### For Chamber Use:

Date Received: \_\_\_\_\_ Date Approved: \_\_\_\_\_ Approved by: \_\_\_\_\_

Verify with Contact: \_\_\_\_\_ Event Scheduled: \_\_\_\_\_