



# BIG BEND MINORITY CHAMBER OF COMMERCE PROGRAM HOST APPLICATION

Hosting BBMC events is an exclusive benefit for Chamber members. Events such as Arrive @ 5 and Coffee with the President gives members the opportunity to showcase a Chamber business' milestone, learn about the host company's economic impact on the community, provide members the opportunity to develop a local/regional business network, and to support the Chamber.

Thank you for your interest in hosting a Chamber Signature Program.

*Please complete & return this application for consideration.*

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

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

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

## ABOUT HOSTING

- BBMC events may be hosted by one organization, co-hosted by two, or sponsored by a group of businesses within a building or neighborhood.
- All hosts (and event facility) must be Chamber members in good standing.

## CRITERIA

- The host has adequate space to accommodate an appropriate and comfortable networking atmosphere.
- There is convenient and accessible parking or host parking alternative available for members.
- The host is able to make accommodations for refreshments (beverages & appetizers).

1. Will the event be hosted at your business? \_\_\_\_\_ Yes/No

If not, please describe the facility where it will be hosted (must be a Chamber member):

\_\_\_\_\_

If your company has more than one location, please indicate what address you will use:

\_\_\_\_\_

\_\_\_\_\_

2. Have you ever hosted a BBMC Event? If so, when?

\_\_\_\_\_

\_\_\_\_\_

## LOGISTICS

Attendance at an event may not be limited to a designated amount of guests. Average attendance is 50 guests. The facility must be handicap accessible.

## PROGRAM

The host(s) pledges to finance, arrange and coordinate food, beverage and entertainment (optional). The activities of the event will be defined and described in the planning session coordinated with Chamber staff. Hosts are strongly encouraged to select service providers from the Chamber membership. The host(s) agrees to provide 2-3 prizes to give-away during the program (OPTIONAL). The host is encouraged to make brief remarks (5-10 minutes). Tours of the facility are encouraged, but should not exceed 15 minutes in duration.

4. Describe the possible event program (i.e. entertainment, tour, displays):

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## FOOD & BEVERAGE

The host is responsible for providing appetizers and beverages for attendees. The Chamber can help you identify member caterers and restaurants that can assist you with this.

5. Will the host provide alcoholic beverages? \_\_\_\_\_ Yes/No

6. Please indicate the month (2) you are available to host:

- |                                   |                                 |                                    |
|-----------------------------------|---------------------------------|------------------------------------|
| <input type="checkbox"/> January  | <input type="checkbox"/> May    | <input type="checkbox"/> September |
| <input type="checkbox"/> February | <input type="checkbox"/> June   | <input type="checkbox"/> October   |
| <input type="checkbox"/> March    | <input type="checkbox"/> July   | <input type="checkbox"/> November  |
| <input type="checkbox"/> April    | <input type="checkbox"/> August | <input type="checkbox"/> December  |

**ADDITIONAL EVENT POLICIES**

1. The committee reserves the right to accept or deny any potential BBMC event host request based on the following criteria.
  - The host has adequate space to accommodate an appropriate and comfortable networking atmosphere with a minimum of 100 people.
  - There is convenient and accessible parking or host parking alternative available for members.
  - Develop with staff and committee an effective marketing plan to insure event goals and objectives are satisfied.
  - Approval of above criteria is subject to committee site inspection.
  
2. Applications to host BBMC events are reviewed and action determined by the Membership Committee.
  
3. The committee reserves the right to determine the appropriate length of time between repeat hosting opportunities.
  
4. The Chamber agrees to provide the following services:
  - Announce the event in the Chamber’s weekly “Stay Connected Announcements”
  - Provide e-blast to Chamber member list
  - Event planning guidance and information.
  - Reservation management, guest list compilation, and pre-printed nametags.
  - Conduct on-site management of registration and provide Chamber volunteers.
  - Provide past BBMC event host’s references.
  - Compile and forward a full listing of every attendee at your hosted event.
  - Inclusion in the Event Calendar on the Chamber’s website, including link to your website.

I have read the event policies and understand that if our location is chosen to host a Business After Hours that we will follow the guidelines listed.

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_