

Quitting Time **NETWORKING** **AFTER 5** **TOMAHAWK**

What happens at a Quitting Time? These are open, informal business networking events. You can expect a number of attendees to have close ties to the Chamber, such as members of the Board of Directors and Ambassadors, but you can also expect other Chamber Business members and others from the community. We try to keep the atmosphere light with cocktails, snacks, and conversation. Our goal is to get people together to get to know one another and share their businesses!

Quitting Times are held every 3rd Wednesday of the month, begin at 5pm and wrap-up by 7pm. We ask that you are ready by 4:45 for guests. Door prize drawings and informational presentations occur around 6pm (see #3 and #4 below).

Attendance at Quitting Time ranges from 10-80 people and there is no RSVP or sign-up process. They are very informal. We average 35 attendees but have had as many as 80. Attendance is very weather and date dependent.

Your responsibilities as hosts include:

1. **Securing a venue:** If you wish to hold your Quitting Time at a local bar or restaurant, they too must be Chamber Members. If you are holding the event at your business or organization location, you are responsible for all set-up, providing adequate parking and making food and beverages available at your location.
2. **Securing all food and beverages:** We ask that if catering you use a Chamber Member business, including Trigs and Tomahawk Foods. As the sponsor you pay for and incur all costs associated with providing light appetizers for these events. Typically sponsors spend \$150-200 on food. Events held at private businesses may be self-catered; alcohol may be served but cannot be charged for. (We suggest if holding the event at your place of business you provide White Wine, Red Wine, 2 types of beer, bottled water and one non-alcoholic option.) You are responsible for all glasses, utensils, plates, and napkins (typically disposable items are used).
3. **Door Prizes:** You will be responsible for securing at least two door prizes. We have no value requirements of door prizes. Popular door prizes are gift baskets, gift certificates or food/drink items. Again, we highly encourage door prizes only come from Chamber Member Businesses. We ask that you provide a small table/counter and chair of some type at the entryway of the event for a Chamber staff/Ambassador to collect prize entries.
4. **Sharing Information:** At the event we request you have a representative willing to speak about your business or organization, usually right before door prizes. This is a very brief and informal process. 2 minutes maximum.

The Chamber responsibilities include:

- 1) **Promotion and Marketing of Quitting Time:** The Chamber will market Quitting Times 1-2 weeks prior to the event. The Quitting Time will appear on the Chamber's event calendar, in any Chamber member email blasts, on Facebook, and in promotion on WJJQ. The more information we have the more we can include. **We ask that if**

you have co-sponsors, catering providers or door prize sponsors you share that with us at least two weeks prior to the event so we can market those individuals in our materials.

- 2) **Door Prize Distribution:** The Chamber will supply a raffle prize box, pens and blank cards. Attendees will be asked to contribute \$1 and fill out a card (or insert a business card into the box). We typically draw names and do our presentations at 6pm. Money raised goes directly to the Ambassadors' Committee, the social outreach arm of the Chamber.
- 3) **Staffing:** A member of the Chamber staff/ambassadors/board will be responsible at the event for collecting door prize entries and welcoming attendees. We ask that you provide a small table/counter and chair of some type at the entryway of the event.

Common Questions:

***ADDITIONAL SPONSORS?** 2 co-sponsors are the typical amount, any more or less and Quitting Times do not run as smoothly. A co-sponsor can be any other Chamber Member you choose --often if hosted at a bar/restaurant, they will choose to be co-sponsors and support some of the food costs. We have also found many businesses will choose a non-profit organization to highlight as well and not ask them for money toward food. That is entirely up to you. If you add a co-sponsor we ask that you let us know immediately.

***CROSS PROMOTION?** The event will be twice as successful if you also share our promotions. Share/repost on Facebook and forward emails to those you think may attend -- clients, partners, friends, and family.

***ATTENDEES?** Quitting Times are not restricted to Chamber Members only. As a matter of fact we encourage you to invite business owners who are not yet Chamber Members! Quitting Times are great marketing tools for our organization.

Interested in hosting?

Contact the Chamber at 453-5334 or chamber@gototomahawk.com !