



## BUSINESS AFTER HOURS EVENTS REGISTRATION FORM

A **Business after Hours** is the best way to promote your business by introducing your place of business to a large number of people. For the event to be a success, we suggest quality food, beverage, and door prizes. Expected attendance is 30 to 100 people. Usually a Business after Hours lasts from 5:30 PM- 7:00 PM and is on the second Thursday of the month. We can also schedule breakfast or lunchtime events, although lower attendance is expected at these times.

**There is a charge of \$100 payable when you register for the Business after Hours.**

### Chamber’s Responsibilities:

- Chamber will send an email invitation one week before the event and a reminder the day before the event.
- Chamber will feature upcoming event in our monthly Chamber Notes.
- Chamber will feature event in our website [www.easleychamber.org](http://www.easleychamber.org) calendar of events.
- Chamber will communicate results of event with a press release to local newspapers covering Pickens County.
- Chamber will bring necessary nametags to your event.
- Chamber will set up and staff registration table at the event.
- Chamber will collect business cards at registration and have a drawing from those business cards for prizes you provide and then give you cards after event.

### Organization’s Responsibilities:

- Your organizations is responsible for event logistics, including event site, setup, and breakdown.
- Your organization is responsible for providing food and beverage of your choice for attendees. The Easley Chamber can recommend reliable food caterers from the Chamber membership.
- You are responsible for and editing information on the Business after Hours before it is communicated.
- You are responsible for providing door prizes and your organization’s promotional material that will be distributed at the event.
- You will be given the opportunity to talk five (5) minutes to the gathering about your organization.

**\*In order to reserve your event date, please complete the form below and return with your payment to the chamber.**

### COMPANY INFORMATION

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

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### ABOUT YOUR EVENT

Preferred Date of Event #1: \_\_\_\_\_/\_\_\_\_\_/2012

Preferred Date of Event #2: \_\_\_\_\_/\_\_\_\_\_/2012

Preferred Date of Event #3: \_\_\_\_\_/\_\_\_\_\_/2012

\*note: dates are reserved on a first-come, first-served basis.

Time of Event: Please check those applicable.  
5:30PM - 7:00PM (normal Business after Hours times)

Event will Include: Check those applicable

- Food
- Drink
- Alcoholic Beverages
- Door Prizes
- Samples
- Other \_\_\_\_\_

Return information with your payment to the Easley Chamber of Commerce.  
P.O. Box 241, Easley, SC 29641 Phone 864-859-2693 Fax 864-859-1941 [ecc@easleychamber.org](mailto:ecc@easleychamber.org)