



Meadville Area Chamber of Commerce Business After Hours Planning Guide

Dear Valued Member,

Hello! Thank you for your interest in hosting a Business After Hours event! This is a fantastic opportunity to showcase your business while fostering meaningful connections among Chamber members.

The mission of the Business After Hours program is threefold:

- To spotlight the host business.
- To provide valuable networking opportunities for attendees.
- To support the Chamber's mission of building business, connecting the community, promoting member businesses, and empowering future leaders.

This guide is designed to help you and your team create a memorable and impactful event. The Chamber is excited to work with you to ensure its success!

Hosting Details:

There is no fee to host a Business After Hours event. However, as the host, we ask that you:

- **Promote the Event:** Actively advertise and invite attendees. The goal is to attract 30–40 guests, including Chamber members, suppliers, wholesalers, and other business contacts.
- **Provide Light Refreshments:** Hors d'oeuvres and beverages are typically sufficient. Serving alcohol is optional and entirely at your discretion.
- **Offer Door Prizes:** Consider providing 1–2 door prizes, such as merchandise, gift certificates, or event tickets, to engage attendees. The Chamber will collect business cards at the entrance for prize drawings, or you may use your own method.

Event Schedule:

4:30 PM – **Set-Up:** Prepare a registration area with a 6-foot table or equivalent space.

5:00 PM – **Event Begins:** Guests will sign in and drop off business cards upon arrival.

6:00 PM – **Welcome & Introductions:** The Chamber's Executive Director will welcome guests and introduce the host. You'll have the opportunity to share details about your business, its purpose, introduce employees and any other relevant information you would like to say.

6:15 PM – **Door Prizes & Giveaways:** Use collected business cards or another entry method for the prize drawing. If a 50/50 raffle is held, the Chamber retains half of the proceeds.

7:00 PM – **Event Concludes**

Chamber Support and Promotion:

The Chamber will promote your event through email blasts, newsletters, social media, and local radio. We encourage you to supplement these efforts with your own outreach to maximize attendance. Guests can RSVP by calling **814-337-8030** or emailing info@meadvillechamber.com. Chamber members can



also register at www.meadvillechamber.com. While walk-ins are welcome, RSVPs help ensure accurate planning.

Scheduling and Submission:

Business After Hours events are typically held Monday through Thursday from 5:00–7:00 PM. To reserve your date, please complete the attached form and return it to the Chamber no later than the **10th of the month prior** to your event. Early submissions are encouraged to secure your preferred date. Event details will be used for pre-event promotion on the Chamber’s website, newsletter, and social media.

If you have any questions, please don’t hesitate to contact us at **814-337-8030**, info@meadvillechamber.com.

Thank you for hosting a Business After Hours event and for your dedication to our Chamber and community. We’re looking forward to collaborating with you!

Thank you,

Christa

Christa Lundy
Executive Director



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Business Name: _____

Contact Person: _____

Physical Address: _____

Phone Number: _____

E-mail address: _____

Month of interest: _____ Second Choice: _____

(if you know the specific date you are wanting to host, please indicate this as well)

The Chamber will contact you to confirm your month of interest is available and an event date.

Any parking restrictions: _____

Additional details to be used in event advertising:

- Is your business celebrating a special occasion? _____
- Will there be a tour/active demonstration? _____
- Food – Type? Caterer? _____
- Entertainment – Type? Who? _____
- Door Prizes or giveaways – What? How Many? _____
- “Goodie Bag” for attendees? _____

What else would you like potential guests to know about your Business After Hours event?

THANK YOU!

Please complete and email form to info@meadvillechamber.com, drop off at the Chamber Office at 908 Diamond Park, return to a Meadville Chamber employee, or fax to 814-337-8022 if interested.

The deadline for return of this application is the 10th of the month prior to your requested event date.

Submission of this form does not guarantee application approval or date availability. This application is intended to identify those Members interested in hosting a Business After Hours event, and the information gathered will be used for event marketing purposes.

Questions? Call the Chamber at 814-337-8030.