



## Meadville Area Chamber of Commerce Businesswomen's Roundtable Planning Guide

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Dear Valued Member,

Hello! Thank you for your interest in hosting a Businesswomen's Roundtable meeting! This event is a fantastic opportunity to market your business and connect with fellow Chamber members in a meaningful and collaborative setting.

The mission of the Businesswomen's Roundtable is threefold:

- **To promote the host business**
- **To provide 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 maximize the value of hosting a Businesswomen's Roundtable. The Chamber is here to ensure your event is successful and impactful.

### Hosting Details:

There is no fee to host a Businesswomen's Roundtable meeting. These meetings are held on the **fourth Monday of each month from 5:00–7:00 PM**, subject to scheduling changes due to a holiday. As the host, we ask that you:

- **Promote and invite attendees from within your business:** Encourage participation by inviting women from your company or organization to attend. Employees of any Chamber member business or prospective business are welcome to join Chamber events.
- **Provide light refreshments:** Hors d'oeuvres and beverages are sufficient. Alcoholic beverages are optional and entirely at your discretion.
- **Offer door prizes:** Plan to provide at least 1–2 door prizes (merchandise, gift certificates, event tickets). The Chamber collects business cards for prize drawings, or you can use your preferred method.

### Tentative 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 sign in and drop off business cards upon arrival.

5:15 PM – **Welcome & Introductions:** The Chamber's Executive Director will welcome attendees 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.

5:45 PM – **Roundtable Discussion:** If you have a specific discussion topic in mind, let us know. We like to showcase what the women who attend are doing in their professional life as well as give an opportunity for questions to be asked of the group.

6:30 PM – **Door Prizes & Giveaways:** Use collected business cards or other methods to determine prize winners.

7:00 PM – **Event Concludes**



**Chamber Support and Promotion:**

The Chamber will promote your event through email blasts, our monthly newsletter, social media, and local radio. Additionally, we encourage you to invite women from your team, prospective Chamber members, clients, or customers. RSVPs can be directed to the Chamber at **814-337-8030** or [info@meadvillechamber.com](mailto:info@meadvillechamber.com). Chamber members can also register at [www.meadvillechamber.com](http://www.meadvillechamber.com). While walk-ins are welcome, RSVPs help with planning.

**Scheduling and Submission:**

To secure your desired date, please complete the attached form and return it to the Chamber by the **10th of the month prior to your event**. Events are scheduled on a first-come, first-served basis, so submitting your request early increases the likelihood of hosting during your preferred month. These details will be used for pre-event promotions on the Chamber's website, newsletter, and social media platforms.

If you have any questions, please don't hesitate to reach out to me or the Chamber office.

Thank you for hosting a Businesswomen's Roundtable and for your commitment to the Chamber and our community. We look forward to collaborating with you!

Thank you,

*Christa*

Christa Lundy  
Executive Director



## Meadville Area Chamber of Commerce Businesswomen’s Roundtable Planning Guide

Business Name: \_\_\_\_\_

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

Physical Address: \_\_\_\_\_

\_\_\_\_\_

Phone Number: \_\_\_\_\_

E-mail address: \_\_\_\_\_

Month of interest: \_\_\_\_\_ Second Choice: \_\_\_\_\_

(Events are held on 4<sup>th</sup> Monday of each month unless affected by a holiday)

**The Chamber will contact you to confirm your month of interest is available.**

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 Businesswomen’s Roundtable event?

\_\_\_\_\_  
\_\_\_\_\_

## THANK YOU!

Please complete and email form to [info@meadvillechamber.com](mailto: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 10<sup>th</sup> of the month prior to your requested event date.**

Submission of this form does not guarantee application approval or date availability, it’s typically first come first serve, so the earlier you can submit a form the better chance you have of getting your first choice.

This application is intended to identify those Members interested in hosting a Businesswomen’s Roundtable event, and the information gathered will be used for event marketing purposes.

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