

BUSINESS AFTER HOURS / RIBBON CUTTING APPLICATION

As a benefit of your membership, you may schedule BAH events **beginning at 5:30 PM and end at 7:00 PM**, Monday – Thursday evenings. Ribbon Cuttings, Groundbreaking, and/or Grand Opening events are scheduled **between 9:00 AM to 7:00 PM**, Monday – Thursday. They can also be scheduled in conjunction with a BAH, which we highly recommend. **Please be advised that the Chamber DOES NOT schedule these events on the weekend.**

At least 4 weeks lead time is required when scheduling your event. You can review our calendar at www.EOCC.org to ensure your event will not conflict with other previously scheduled activities, otherwise we may be unable to accommodate your request. Please complete and submit your application to the Chamber via fax at (407) 381-1720, email to michellem@eocc.org, or mail 12301 Lake Underhill Road, Suite 245, Orlando, FL 32828. Please include your logo in JPG or PDF format.

A list of host responsibilities for a successful event is on page 2.

Business Name(s) if Co-Hosting with another Chamber Member:

Company: _____

Event Address: _____

City: _____	State: _____	ZIP Code: _____
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Contact: _____	Phone: _____
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E-mail: _____	Website: _____
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Type of Event:

- Business After Hours Groundbreaking Ceremony
 Ribbon Cutting Ceremony (Included with Gold Membership and above. \$100 fee for Non-Profit, Government and Silver Memberships)

Purpose of the Event: Grand Opening Anniversary Remodel Business Exposure

Method: Check Invoice (Due Upon Receipt) Credit Card: MC Visa Amex Discover **Total \$** _____

Credit Card#: _____	Exp Date: _____	CID: _____
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Event Details/Special Request(s): _____

On behalf of _____ (company); I, _____ (print name) am requesting that the EOCC hold a Business After Hours Event and/or Ribbon Cutting Event on _____ (date), 20_____. If this date is unavailable, my **second** choice is _____. I have reviewed and agree with the responsibilities associated with hosting this event listed on page 2. Please list the time of your event here: _____ (start) to _____ (end).

Signature: _____ Date: _____

Internal Use Only: 1st Choice Approved 2nd Choice Approve Confirmed & Added to Calendar

Denied. Suggested the following dates: _____

Revised 2/28/2018

TRUSTEE MEMBERS

BUSINESS AFTER HOURS / RIBBON CUTTING APPLICATION

RESPONSIBILITIES OF HOST

LOCATION

- Provide space for 30-50 guests. Ensure ample and clearly marked parking space is available for guests.

PROMOTIONS

- Please submit your application with a copy of your logo in JPG or PDF format along with a Flyer (to include Chamber's logo) to the Chamber at **least four (4) weeks** prior to your event, for use in *The Source*, e-blast reminders, and the Chamber's online calendar.
- Please provide event details to the Chamber for use in promoting your event (food & beverage, door prizes, entertainment, ect.)
- Invite your customers, your vendors, staff, friends and family members to attend. They are your best referral source.
- Additional ways to promote your event: put the event on your website, include in your e-newsletter; add to your social media; create and send an Evite to all your contacts; create and send a press release.

REFRESHMENTS

- Provide Food & Beverages for 30-50 guests. Alcoholic beverages are optional. Nothing fancy is required. Keep it simple.
- Work with your vendor or suppliers to see if they would like to donate or sponsor the food and beverages for an opportunity to meet potential new customers for themselves. We have a list of members and their specially rated menus for fellow Chamber members.
- Additional Resource: Membership Directory for list of Restaurants, Event Planners, or Caterers.

PROGRAM

- Business After Hours events **begin at 5:30 PM and end at 7:00 PM**, Monday – Thursday evenings and should not conflict with previously scheduled Chamber programming. Please check with the Chamber staff if you would like to make any changes, otherwise we may or may not be able to accommodate your request.
- Ribbon Cuttings/Groundbreaking/Grand Opening events are scheduled **between 9:00 AM to 7:00 PM**, Monday – Thursday. They can also be scheduled in conjunction with a Business After Hours which we highly recommend.
****PLEASE NOTE: THE CHAMBER DOES NOT SCHEDULE THESE EVENTS ON THE WEEKEND****
- As the host, you will have an opportunity to talk about who you are and what you do. You may also use this time to announce new products or services, share a brief company history, or highlight attributes that set you apart from your competition.
- Tours of your business and demonstrations are highly recommended. Use this opportunity to show off.
- Encourage your staff to attend; we would like to get to know them too!

DOOR PRIZES

- Door prizes attract attendees and **highly recommended!** Please provide at least **three (3)** door prizes with a minimum value of \$10 each. Let the Chamber know the details of the items you will be giving away to assist with promotions.

RESPONSIBILITIES OF EAST ORLANDO CHAMBER

- Pre-event coordination, including scheduling date, time, and place.
- Promotion prior to the event in Chamber E-Newsletter, website, and social media as schedule permits.
- Staffed registration table with name tags, sign-in sheet, and business card drop for door prizes. Hosts will receive a copy of the sign-in sheet and business cards for post-event follow up.
- Invitations to the EOCC Board of Directors and Ambassadors and Elected Officials upon request.
- For Ribbon Cuttings, the Chamber will provide the scissors and ribbon to be used in the ceremony.

For additional information, please contact the Chamber's office at (407) 277-5951 or e-mail michellem@eocc.org.

TRUSTEE MEMBERS

Avalon Park Group • Avalon Insurance Services • Duke Energy • Fairwinds
Florida Hospital East Orlando • NineSigma • Orlando Health • Suburban Land Reserve • UCF
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