

Company Name: _____
 Contact Person: _____
 Address: _____
 Phone Number: _____
 E-mail: _____

*** The entire form must be completed, including the number of people you can accommodate at your location, in order to be considered for a 2009 event.**

CRITERIA FOR HOSTING A CHAMBER EVENT

	Access Business	Small Business Insights
Hours of event	7:30 - 11 a.m.	7:30 - 8:30 a.m.
Minimum attendance	150	100
Maximum attendance	300	300
Parking for	300	300
Inside/outside	inside	inside
Beverages ready by 7 a.m.	coffee, juice, water	coffee, juice, water
Food items ready by 7 a.m.	pastries, fruit, etc.	pastries, fruit, etc.
8 ft. tables for registration	2	2
Waste baskets for registration	2	2
Small group rooms	** 4	NA
Opening room - panel	*1	*1
Tables and chairs for all	Yes	Yes
Mic system needed?	Yes/No	Yes/No
We would like to host this event	Yes/No	Yes/No

The host facility is responsible for all costs of event unless noted above

Host may partner with other Chamber members to provide products or help pay for the cost of the event. These partners MUST be pre-approved by the Chamber. A list of Chamber members can be found at omahachamber.org.

Chamber staff will arrive one hour prior to the event

Tables and chairs are needed - classroom or 1/2 rounds

Cordless mic for questions and answers

Room temperature should be lowered prior to event - approximately 70 degrees or less

Food is provided in large room only

* 1 large room with raised platform for panel of 4 plus moderator - all with mics

** Small Group Rooms need 8 ft. table and theater seating

** Small Group Rooms need beverages throughout event

Benefits:

All business cards collected at registration

Web site marketing prior to the event

Opportunity to hand out coupons or information to promote your business

Your employees may act as greeters near the sign-in table

Opportunity to invite your neighbors as you notify them of excessive traffic during the event

Guidelines:

Coffee - 10 gallons per 100 people

Food items - 60 servings per 100 people

Note:

Any special limitations? _____

Easy directions? _____

Door prizes; you are welcome to provide several items from your company or a gift certificate for gas or food/restaurants.

Signature _____

Date _____