

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**

	Quick Pitch	Networking at Noon	Member Orientation
Hours of event	7:30 - 9 a.m.	noon - 1 p.m.	7:30 a.m. -9 a.m.
Minimum attendance	55	55	45
<b>Maximum attendance</b>			
Parking for	same	same	same
Inside/outside	inside	inside	inside
Beverages	coffee, juice, water	pop, water, tea	coffee, juice, water
Beverages ready by	7 a.m.	11:30 a.m.	7 a.m.
Food items	pastries, fruit, etc.	* lunch	pastries, fruit
Food ready by	7 a.m.	11:30 a.m.	7 a.m.
8 ft. tables for registration	1	1	1
Waste baskets for registration	1	1	1
Tables and chairs for all	YES	YES	YES
<b>We would like to host this event</b>	YES/NO	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 30 min. prior to the event

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

**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:**

\* Lunch can be a meal or a box lunch - sandwich, salad, chips, and desert

**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 \_\_\_\_\_

**Fax to Kristy Fortenbury at (402) 408-0246.**