

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**

|   | <b>Coffee &amp; Contacts</b> | <b>Rush Hour Connections</b> | <b>Business After Hours</b> |
|---|------------------------------|------------------------------|-----------------------------|
| Hours of event                          | 7:30 - 9 a.m.                | 4 - 6 p.m.                   | 4 - 6 p.m.                  |
| Minimum attendance                      | 150                          | 250                          | 250                         |
| <b>Maximum attendance</b>               |                              |                              |                             |
| Parking for                             | 150                          | 250                          | 250                         |
| Inside/outside                          | either                       | either                       | inside                      |
| Beverages                               | coffee, juice, water         | beer, wine, pop, water       | beer, wine, pop, water      |
| Beverages ready by                      | 7 a.m.                       | 3:30 p.m.                    | 3:30 p.m.                   |
| Food Items                              | pastries, fruit, etc.        | heavy appetizers             | heavy appetizers            |
| Food ready by                           | 7:00 AM                      | 3:30 p.m.                    | 3:30 p.m.                   |
| 8 ft. tables for registration           | 2                            | 2                            | 2                           |
| Waste baskets for registration          | 2                            | 2                            | 2                           |
| * 8 ft. tables with covering            | N/A                          | N/A                          | 30 - 55                     |
| <b>Mic system needed?</b>               | Yes/No                       | Yes/No                       | Yes/No                      |
| <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 one hour prior to the event

In most cases, tables and chairs are not needed and should be removed

In most cases, one open area is needed; multiple rooms do not work

Two drink tickets for alcohol will be provided to every of age attendee

Business After Hours setup is at 3 p.m.

\* Chamber will provide backdrops and/or side curtains as needed

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:**

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 \_\_\_\_\_

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