

## TLACC AFTER 5 MEETING Policy & Guidelines

1. All Chamber After 5 Meetings must be scheduled through the TLACC After 5 Meeting Committee to avoid conflicts with other events. It's best to contact the Chamber well in advance of the desired date of the event since there are limited dates available.
2. After 5 meetings are scheduled during weekday evenings between the hours of 5 pm and 8 pm. We suggest a two hour time commitment. Within the first 30 minutes of your event, you will have an opportunity to address the group for a short presentation of your business/organization. The history of your business, your successes and business tips are a good way to kick off the evening.
3. Publicity will take place by the TLACC to include your logo, through email blasts, Chamber social media and the Chamber website. You will be responsible for any additional advertising of your choice. The Chamber will create event on our Facebook page and add your business/organization as a co-host. To avoid confusion, please do not create a separate Facebook event for your After 5 Meeting. If you would like to send a personal note in the mail to the Chamber membership, labels can be provided to your business at no charge. Invitations must be mailed at least two weeks before the After 5 Meeting event. Electronic invites will be sent by the TLACC to all Chamber members. Electronic invitations other businesses, organizations and/or the community are optional. You are encouraged to publicize, publicize, publicize through your own social media and networking.
4. TLACC will coordinate efforts for RSVPs, if requested, through registration. The Chamber will also provide an estimated head count to the host and prepare name tags, if an RSVP has been requested. TLACC Ambassadors will be on hand to meet and greet and hand out name tags. Please provide an area for welcoming guests.
5. TLACC will provide tickets for any drawings and hand these out when name tags are given. The Chamber will also take photos of your event.
6. Anywhere from 12-75 people may attend your After 5 Meeting, depending on if your event is open to non-chamber members. You may do whatever your wish as far as a menu or non-menu is concerned. Providing refreshments, such as coffee, water or tea is appreciated. You are welcome to also have a light fare of dessert choices, or consider appetizers and finger goods. All of this is done at the expense of the After 5 Meeting host, as the food and beverages are free to the attending guests. Alcoholic beverages may be served. If so, the Chamber asks that you provide someone to serve/bartend.
7. Chamber After 5 Meetings are hosted only by Chamber Members. A ribbon-cutting ceremony may be included for new members or members that are having a re-grand opening. Please give the Chamber prior notice so Chamber Ambassadors may be notified. The ribbon and scissors are provided by the TLACC.
8. As the host, you may want to set up a table with information about your business/organization for attendees to pick up. Providing an area for other member's business cards is another option. Door prizes or raffles area also a great way to get members back to your business or advertise your business throughout the community. Consider a theme or breaking-the-ice type games.