

Join Us  
at our Monthly

*Business Break*

Networking, Food, Give-A-Ways

5:30-7:30PM All Are Welcome



## HOST A MONTHLY BUSINESS BREAK!

*If you are hosting or co-hosting one of our popular monthly Business Breaks, here are the guidelines to help you plan and create a successful event!*

### THE BENEFITS OF HOSTING A BUSINESS BREAK:

- Introduce your business to your peers in the Sebago Lakes Region business community
- Draw attention to your location and the unique products and services you offer
- Your business break is posted on our website calendar & our Facebook page for the weeks preceding your event
- Your business break is promoted via email marketing to all members.
- Team building with your staff /volunteers - plan a theme and have fun!

### HOSTING RESPONSIBILITIES:

- Provide ample choices of food, with small plates and napkins, and a cash bar for the approximate number of guests who will attend. Average attendance is 75-90 people. You may co-host with other businesses that are members of the Chamber to offset associated expenses.
- Provide certificates of *general liability & liquor liability* insurance for your business and any vendors to the Chamber office prior to the event.
- Provide a table for Chamber greeters to welcome arriving guests. The Chamber will provide name tags.
- Provide a camera ready logo as well as photos of your location for marketing (submit with signed contract) to [asenatore@sebagolakeschamber.org](mailto:asenatore@sebagolakeschamber.org).
- Obtain door prizes from your own and other area businesses for the evening's drawings. It's good to have between 6 and 10 items.
- Prepare a 2-3 minute presentation about your business that you will deliver during the Break. Your co-host will have the opportunity to do the same.
- Choose a local charity that will receive half of the 50/50 raffle money we collect during the evening. Contact us for a list of member non-profit and/or charitable organizations, if needed.

### GENERAL INFORMATION:

- **Time:** Business Breaks are always held from 5:30 P.M. to 7:30 P.M.
- **Date:** Your choice of a Tuesday, Wednesday or Thursday evening.
- **Cost:** \$300.00 to host. (\$50 non-refundable deposit is required to secure your spot. This deposit will be put towards the hosting fee. Please make checks payable to the Sebago Lakes Region Chamber) If you choose you can co-host or tri-host to share the cost.
- **Themes:** If you have a unique idea for your Business Break, play it up! A theme night can work well, particularly near a holiday like Valentine's Day, St. Patrick's Day, Halloween, etc.
- **Caterers** – contact us for information on current business members offering catering services.

**Questions?** Contact Aimee or Ru at the Chamber office at 207-892-8265 or email [asenatore@sebagolakeschamber.com](mailto:asenatore@sebagolakeschamber.com)



## 2018 Business Break Sponsorship Contract

Host(s) Company Name(s) \_\_\_\_\_

Key Contact \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: \_\_\_\_\_ Email \_\_\_\_\_

Website: \_\_\_\_\_



Month & Day of Business Break \_\_\_\_\_

Caterer \_\_\_\_\_

Local Charity Designation \_\_\_\_\_



**Please include the following required documentation:**

- \$50.00 Host Fee Deposit (*made payable to: Sebangolakes Region Chamber of Commerce*) Non-Refundable
- Copies of Certificates of liability & liquor insurance for you and your vendors
- Camera ready logo & pictures (emailed to [asenatore@sebangolakeschamber.com](mailto:asenatore@sebangolakeschamber.com))

- Please note that event dates will not be held without a signed agreement & payment.
- Refunds will be granted only if notice given is at least 60 days prior to the event and we are able to secure a substitute host/sponsor.

Host Signature \_\_\_\_\_ Date \_\_\_\_\_

Chamber Representative \_\_\_\_\_ Date \_\_\_\_\_