

# Quitting Time **NETWORKING** **AFTER 5** **TOMAHAWK**

**What happens at a Quitting Time?** These are open, informal business networking events. You can expect a number of attendees to have close ties to the Chamber, such as members of the Board of Directors and Chamber Advocates, but you can also expect other Chamber Business members and others from the community. Our goal is to get people together to get to know one another and share their businesses!

Quitting Times are held every 3<sup>rd</sup> Wednesday of the month, begin at 5pm and wrap-up by 7pm. We ask that you are ready by 4:45 for guests. Door prize drawings and informational presentations occur around 6pm (see #3 and #4 below).

Attendance at Quitting Time ranges from 10-80 people and there is no RSVP or sign-up process. We average 35 attendees but have had as many as 80. Attendance is very weather and date dependent.

## **Your responsibilities as hosts include:**

1. **Securing a venue:** If you wish to hold your Quitting Time at a local bar or restaurant, they too must be Chamber Members. If you are holding the event at your business or organization location, you are responsible for all set-up, providing adequate parking and making food (typically light appetizers) and beverages available at your location.
2. **Securing all food and beverages:** We ask that if catering you use a Chamber Member business. As the sponsor you pay for and incur all costs associated with providing light appetizers for these events. Typically sponsors spend \$150-200 on food. Events held at bars & restaurants may be self-catered. If a cash bar is present, we recommend providing soft drinks. You are responsible for all glasses, utensils, plates, and napkins (typically disposable items are used).
3. **Door Prizes:** We recommend securing at least two door prizes. We have no value requirements of door prizes. Popular door prizes are gift baskets, gift certificates or food/drink items. Again, if not from your business, we highly encourage door prizes only come from other Chamber Member Businesses.
4. **Sharing Information:** At the event we request you have a representative willing to speak about your business or organization, usually right before door prizes. This is a very brief and informal process. A few minutes maximum.

## **The Chamber responsibilities include:**

- 1) **Promotion and Marketing of Quitting Time:** The Chamber will market Quitting Times 1-2 weeks prior to the event. The Quitting Time will appear on the Chamber's event calendar, in any Chamber member email blasts, on Facebook, and in promotion on WJQ. The more information we have the more we can include. We also have a 18" x 24" sign that can be displayed at your location for the week before the event.

- 2) **Door Prize Distribution:** The Chamber will supply a raffle prize box, pens and blank cards. Attendees will be asked to contribute \$1 and fill out a card (or insert a business card into the box). We typically draw names and do our presentations at 6pm.
- 3) **Staffing:** A member of the Chamber staff or board will be responsible at the event for collecting door prize entries and welcoming attendees. We ask that you provide a small table/counter and chair of some type at the entryway of the event.

## Common Questions:

**\*ADDITIONAL SPONSORS?** 2 co-sponsors are the typical amount, any more or less and Quitting Times do not run as smoothly. A co-sponsor can be any other Chamber Member you choose --often if hosted at a bar/restaurant, they will choose to be co-sponsors and support some of the food costs. You may choose a non-profit/organization Member to highlight as well. If you'd like help in finding a co-sponsor, let us know!

**\*CROSS PROMOTION?** The event will be twice as successful if you also share our promotions. Share/repost on Facebook and forward emails to those you think may attend -- clients, partners, friends, and family.

**\*ATTENDEES?** Quitting Times are **not** restricted to Chamber Members only. We encourage you to invite business owners who are not yet Chamber Members! Quitting Times are great marketing tools for our organization and your business!

## Interested in hosting?

Contact the Chamber at 715-453-5334 or [events@gototomahawk.com](mailto:events@gototomahawk.com) !