

HOSTING A BUSINESS AFTER FIVE AGREEMENT

THE KEY PURPOSES OF A BA5 ARE TO:

- Provide the opportunity for the Host to showcase and explain their business operations and promote their range of services offered.
- Provide the opportunity for the networking of business people in South Canterbury on a reasonably informal basis.

INVITATIONS

The Chamber will send out the invitation in the form of an email flyer to all members. Although there is an option to target specific groups when circulating, no Chamber member can be excluded. Experience shows that of the approximately **500 business members**, an average strike rate of attendance is approximately 30%, **80-140 attendees**.

The Host organisation must supply all promotional material (email flyer, prizes etc.) at least **15 working days prior to the event**, so it can be circulated well in advance.

The RSVP on the invite is to the online registration link and final registrations should be made a minimum of 24 hours before the event to allow for catering requirements. The SCCC Events Manager will be in regular contact with you to relay registration numbers.

The Host is encouraged to invite their clients and/or colleagues to attend the BA5, even if they are not Chamber members, as this further enhances the promotional opportunity for the Host business.

EVENT PROGRAM

The Host is encouraged to make the most of the opportunity of hosting and addressing the BA5 and this may include:

- Power point presentation.
- Addresses from various staff, key managers, or directors of the business.
- Supply support information that can be given out at the event.
- Tours of the facility/complex – the more interactive the better.
- Encouraging staff to attend and be involved in the serving of refreshments to guests.
- Prize draw – 1-2 good quality prizes that will boost attendance. On occasion, the Chamber will also contribute to the prize draw.

Note: The Hosts presentation should be no more than 15 minutes total.

VENUE

Due to the large number of attendees at most BA5s, it is not always feasible to use the Host's premises as the venue, but other venues can be used at the Hosts discretion. Please discuss venue, catering and service options with the SCCC Events Manager. A self-catering guide is outlined in the next section.

If there are any special details i.e. entrance instructions, parking, health & safety etc., please advise the SCCC events manager so that these options are specified on any additional promotional material and the reminder email that goes out the day prior to all attendees.

The Host has the option of limiting numbers to the BA5 in order to hold the event at their own premises or in a smaller venue of their choice. Limiting of the numbers needs to be agreed to prior to the promotion of the event and managed in liaison with the SCCC Events Manager.

SELF-CATERING GUIDE *(to be used as a guide only, for up to 80 people)*

Beer: 3 x 24 packs (Heineken is recommended) plus another option such as a craft beer (1 or 2 x 15 packs) with low alcohol or alcohol free options

Wine: 8-10 bottles red and 12-20 bottles of a variety of white with low alcohol options

Juice/soft drink: 4 x 2 litre of lemonade, L&P, Coke and 2 x 2 litres orange juice. Option to offer bottles of ginger beer and lemon lime and bitters as a classy alternative.

Catering: The SCCC Events Manager can advise of Chamber members who can provide this service. Contact the caterer who will be able to deliver to you and book event service staff if required. Let caterer know the tentative numbers, select food choices, and find out the caterer's 'order by' deadline. Update caterer of the number of people leading up to the event.

LIASION

The Host is asked to designate one key staff member to co-ordinate arrangements with the SCCC Events Manager.

HEALTH AND SAFETY

The Host (and contractor if you are holding your BA5 at a Venue) will be required to sign a Health and Safety form outlining responsibilities of all parties involved.

That the COVID-19 Public Health Response Order 2020 requirements are in place as necessary.

THE HOSTING COSTS INVOLVED FOR A BA5 FUNCTION

- Promotional material – supply email flyer, prizes etc. minimum 15 working days before the event to enable the electronic email to be sent 3 times.
- Administration cost paid to Chamber– see outline below
- Venue hire *(Hosts responsibility)*
- Food ie: finger food/nibbles *(Hosts responsibility)*
- Beverages ie: bottled wine, beer and orange juice *(Hosts responsibility)*
- Food and drink service *(Hosts responsibility)*
- 1-2 good quality prizes to be included in the prize draw *(Hosts responsibility)*
**Please inform staff attending beforehand that they are not to enter the prize draw*

ADMINISTRATION COSTS PAID TO THE CHAMBER

Administration fee will cover:

- Liaison with designated key staff member with advice as to the requirements for the event, including catering, beverages, venue etc.
- Emailing to Chamber database of the flyer – minimum two times
- Event landing and registration page on Chamber website
- Inclusion in Chamber NewsBites and Events and Training emails
- Posts on Chamber Facebook page
- Collation and preparation of name tags
- Assistance with hosting of event

Total Fee: \$650.00+gst

**From Sep. 1, 2021, there may be a price increase for BA5 events that have been booked in prior. You will receive written notification of any price increase at the beginning of September.*

- Portable microphone, data projector and screen available on request
- Email flyer design by Chamber Staff: \$75+gst

CANCELLATIONS


Should the Host need to cancel their BA5 a minimum of 30 days' notice is required and will still incur 50% of the administration fee be paid. Cancellations made less than 30 days before the event will be required to pay 100% of the administration fee.

FORMAT

- On arrival guests are greeted and given their name badges by the Chamber team.
- On arrival guests drop their business cards into a container at the front desk for a business card draw after the presentation.
- On arrival guests are served with drinks and finger food.
- At approximately 6pm, the members are welcomed by the Chamber Chief Executive or representative. The Host is then introduced, and their presentation commences.
- At the end of the Hosts presentation, the business card prize draws take place for both Chamber and Host prizes.
- The timing can vary according to the circumstances but most BA5s aim to start at 5:30pm and finish at 7:00pm.
- Hosts may also wish to display products, services and point of sale material.
- The business cards from the business card draw are handed over to the Host after the event.

Health and Safety is the responsibility of everyone involved in the planning of your event, signing the H&S form is a requirement of holding a BA5 event.

These notes are guidelines only. The Host should use this function and opportunities offered to complement their business. This is your show and we trust that it will be successful.

Host: _____	South Canterbury Chamber of Commerce
Name: _____	Timea Mester
Position: _____	<i>Events & Membership Manager</i>
Sign: _____	Sign:  _____
Date: _____	Date: 10.8.2020