

Business After Hours

Host Request Form

GREATER YAKIMA

Chamber of Commerce



We require the following for a successful event.

- Light hors d'oeuvres for a minimum of 75. If not prepared by your business, food served using one of our approved Chamber member caterers is encouraged.
- Drinks for a minimum of 75, please provide both alcoholic and non-alcoholic options. The Chamber encourages the serving of Yakima Valley Wines and beverages.
- Two minute elevator speech about your business.
- Check in and Community partner tables—Event free to members, \$5 for non-members.
- \$350 non-refundable fee. Third Tuesday of the Month from 5-7pm
- **Return completed agreement, event address, logo, and brief summary of food, beverage, and event details for marketing (prizes, specials, demonstrations, etc.) to chamber@yakima.org**

Optional:

You are also asked to do two of the following; however, three to six are suggested for a successful event.

Please mark which of the following you will be providing:

- Tour of facilities.
- Presentation about your business or organization.
- Interactive activity.
- Demonstration/sample of products.
- Provide literature and/or business cards.
- Prize give away or raffle

We may also be adding a Non-profit "Community Partner" to the event, if you have a suggestion for an organization that you would recommend please include it here; _____

Business/Hosting Organization _____

Event Address _____ Requested Month _____

Phone _____ email _____

Host representative (name and title) _____ Date _____

Host event coordinator (Name, email, phone) _____

Chamber staff (signed & returned upon approval) _____ Date _____

We understand that as the host organization, we are required to provide all of the items listed under required items and a minimum of two options. We understand that in order to cancel our hosting obligation as dated here, we must provide the Chamber of Commerce a minimum of 60 days notice. The host organization is eligible for BAH every 18 months.

Chamber Coordinator Checklist Check form for complete event info Post on member event calendar Send invite to all staff Copy to Ambassador Director Email approved and signed form back to host organization