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; ____________________________________________________________________________

<table>
<thead>
<tr>
<th>Business/Hosting Organization</th>
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</thead>
<tbody>
<tr>
<td>Event Address</td>
</tr>
<tr>
<td>Phone</td>
</tr>
<tr>
<td>Host representative (name and title)</td>
</tr>
<tr>
<td>Host event coordinator (Name, email, phone)</td>
</tr>
<tr>
<td>Chamber staff (signed &amp; returned upon approval)</td>
</tr>
</tbody>
</table>

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