

Business After Hours

Request Form

GREATER YAKIMA

Chamber of Commerce



OPTIONAL

You are 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/samples of products
- Provide literature or business cards

REQUIRED

- \$350 non-refundable
- Return completed form
- Event address
- Logo
- Brief summary of event details (food, beverages, prizes, specials, demonstrations, etc.)

CONSIDER THE FOLLOWING FOR A SUCCESSFUL EVENT

- Light appetizers (if not prepared by your business, the Chamber can suggest catering options.)
- Beverages (the Chamber encourages serving non-alcoholic and alcoholic options, especially local wine and beer.)
- Speech, presentation, or a tour of your business.
- Add a Non-Profit "Community Partner." If you have a suggestion for an organization that you would recommend for your event, include it here.

Business/Organization _____

Requested Event Date _____

Event Address _____ Phone _____

Event Coordinator (name, email, phone) _____

We understand that we are to provide all items listed under the required section and minimum of two optional items. We understand that to cancel the event we must provide the Chamber of Commerce of 14-day notice.

CHAMBER STAFF CHECKLIST Check form for complete event Post on website event calendar, newsletter & social

Send invite to full staff & board Send copy to Ambassador Director Send signed and dated copy back to business/org

CHAMBER REPRESENTATIVE _____ DATE RECEIVED _____