



Monthly Mixer Host Guidelines & Tips

Food/Drink

As the mixer host you must provide heavy appetizers to the guests. It's your event, make it as grand or as simple as you like. The Chamber can provide a list of our current catering members, with whom we recommend you do business with.

Mother Lode Rehabilitation Enterprises, Inc. brings and sets up the bar, unless you have a liquor license. You will need to provide the Chamber with a property owner signature for the ABC license. The original with the property owner signature must be mailed back to the Chamber in a timely manner.

Mixer Publicity

Promotion should be started well ahead of the event. The way to achieve good attendance is to spread the word and advertise. The Chamber will promote the mixer in at least one Weekly e-News notification to the Chamber membership. The mixer will also be listed on the Chamber website as well as hard copy of the calendar. Please anticipate between 75-100 guests.

Send Invitations to Chamber Members & Your Client Database

Invitations help assure good attendance. The time, place, business name, address and any special event or activity that you might be planning should be mentioned.

You must acknowledge this is the El Dorado Hills Monthly Mixer on the invitation. If food or refreshments are to be served, this should also be included on the invitation. The success of your event depends upon your ability to be a good promoter, good host and a bit of a showman. The main idea is to attract people to your place of business and then to keep them interested and entertained while there. Having promotional material available is a good idea.

The Chamber can provide your business with mailing labels that include all Chamber member main representatives (nearly 550 businesses). This list must be picked up at our office and labels are only to be used for the mixer invitations.

Set-Up & Requirements

Please provide:

1 large table for appetizers/food

1 large table for check-in (at entrance for our volunteers to sell raffle and drink tickets to guests)

1 large table for raffle prizes. Host is responsible for at least 3 raffle prizes.

Time

Mixers take place on the second Wednesday of the month between 5:30 PM and 7:30 PM. Announcements by the Chamber are typically made between 6:45 – 7:00 pm, and then we continue with the raffle.