



# Business Builder Blender/Monthly Mixer

## Host Guidelines & Suggestions

### Set-Up & Requirements

Please provide:

One - 6' or 8' table for appetizers/food

One - 6' or 8' table for check-in (at entrance for our volunteers to sell raffle/drink tickets to guests)

One - 6' or 8' table to display raffle prizes

**Host is responsible for at least 3 raffle prizes** (gift certificates from members businesses, etc.)

### Food

As the mixer host you must provide heavy appetizers to the guests. This is **your event**, so make it as grand or simple as you like. The Chamber can provide a list of our current catering members, with whom we recommend. Food and service must follow current health and safety guidelines, as set by the California Department of Public Health. For updates please refer to: [www.covid19.ca.gov/safer-economy](http://www.covid19.ca.gov/safer-economy) and confirm.

### Beverages (Alcoholic/Non-Alcoholic)

**Cash Bar:** The Chamber will facilitate securing the single day liquor license. A non-profit service club brings supplies (alcohol, water, soft drinks, ice, and drink ware), sets up, and operates the bar. Drink tickets are purchased in advance at the check in table and are redeemed at the bar for beverages.

**Host-Bar (complimentary):** If your establishment is not licensed to serve alcohol, it is your responsibility to confirm if you may serve alcohol at no cost without a license. The Dept of Alcoholic Beverage Control (ABC) is your resource [www.abc.ca.gov](http://www.abc.ca.gov) If you are supplying pre-purchased alcoholic/non-alcoholic beverages, you must secure staff to pour.

### 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 e-News notification to the Chamber membership. The mixer will also be listed on the Chamber website as well as a hard copy of the calendar. Please anticipate between 20-40 guests. RSVP is generally not required.

### Invitations sent to Chamber Members & Your Client Database

**You must acknowledge this is the El Dorado Hills Chamber Monthly Mixer on the invitation.**

Invitations help assure good attendance. The date, time, business name, address and any special event, entertainment or activity that you have planned should be mentioned. Food and refreshments mention should be included. Having promotional material available is a good idea. The Chamber can provide your business with mailing labels that Chamber member main representatives (nearly 525 businesses).

Labels may be picked up at our office and are only to be used for mailed mixer invitations.

### Timing/Raffle (Beneficiary: The Chamber's High School Scholarship Fund)

The Mixer is 5:30 - 7:00 PM.

Raffle tickets are sold at the check-in table and the raffle occurs during the last 45 minutes of the mixer.

Announcements by the Chamber are typically made between 6:30 – 6:45 PM. The host has the opportunity to address the attendees, and then we continue with the raffle.

**To schedule, contact Angela Nicholson, Communications & Events Director**  
**[angela@eldoradohillschamber.org](mailto:angela@eldoradohillschamber.org) or 916-933-1335, ext. 102**