



BUSINESS BUILDER BLENDER 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 {such as gift certificates from your business or neighboring businesses}

Food

As the mixer host, we ask that you 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 (if you are not a restaurant-member!), or you can cater yourself.

Beverages (Alcoholic/Non-Alcoholic)

Cash Bar: The Chamber will facilitate securing the single day liquor license (if you are a member that is **not** a restaurant/bar with your own license). Our non-profit partner (Kiwanis of Placerville) brings ALL 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. In this circumstance, the non-profit retains the revenue. If the mixer host member is a restaurant/bar with their own license – you pour and you retain the revenue. The Chamber carries liquor liability insurance for non-restaurant hosts.

Mixer Publicity

Promotion should be start well ahead of the event, we suggest a month prior. The way to achieve good attendance is to spread the word and advertise. The Chamber will promote the mixer several times in our e-News notification to the Chamber membership and community. The mixer will also be listed on the Chamber website as well as a hard copy of the calendar.

Please anticipate between 25-50 guests. RSVP is generally not required.

Invitations sent to Chamber Members & Your Client Database

We ask that you acknowledge the event as an “El Dorado Hills Chamber Monthly Mixer” on the invitation. Invitations (either postcards or electronic evites) 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 (over 550 businesses).**

Labels may be picked up at our office and are only to be used for mailed mixer invitations. Please notify us a day or two in advance so we can have them ready for you!

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

The Mixer is 5:30 - 7:30 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 6:15 - 6:30 PM. The host also has the opportunity to address the guests and share information about your business, and then we continue with the raffle.

To schedule, contact Kasey Stanček, Director of Communications & Member Relations kasey@eldoradohillschamber.org or 916-933-1335, ext. 102