

Hosting a “Business After Hours” Event

The Mosman Chamber of Commerce’s monthly Business After Hours (BAH) events are hosted by a Member business at their premises. These events are a great way for Members to learn about the hosting business Member and provide excellent networking opportunities in a friendly and welcoming environment.

BAH events are generally scheduled on a weeknight in the last week of each month, with Tuesday and Wednesday nights generally being the most popular. The event runs from 5:30pm to 7pm and attracts around 30 people on average.

The hosting business:

- provides drinks and nibbles (for example, wine and beer, along with a couple of platters with cheese, crackers, fruit, etc);
- has the opportunity to give a short speech or presentation about their business to the group (for example, describe your business, introduce some of the staff, showcase some of the products or services, highlight upcoming events, etc, as relevant to their business);
- provides a lucky door prize to be drawn at the conclusion of the official speeches; and
- must be a paid up Standard or Gold Member of the Mosman Chamber of Commerce.

Event Run Sheet:

5:30pm	Arrival and networking
6:10pm	Speech by Chamber Committee Member
6:15pm	Speech by Hosting Business Member
6:30pm	More networking
7pm	Event close

The Chamber:

- lists the event as an “upcoming event” in the Chamber’s monthly column in the Mosman Daily;
- promotes the event in the monthly e-Newsletter prior to the event;
- sends formal email invitations to the Members, Council and contacts databases at least three weeks prior to the event, along with a reminder email a few days before the event and a text message reminder on the morning of the event;
- posts the event on the Chamber’s Facebook page, along with a reminder a few days before the event;
- encourages and collects RSVPs in the lead up to the event and keeps the hosting business updated;
- provides name tags and ensures there are Committee Members to meet and greet guests at the event;
- thanks the hosting business in the following month’s e-Newsletter and with a Facebook post with photos the day after the event.