

General BA5 Hosting Information 2023

Thank you for your interest into hosting a Business After 5 (BA5).

BA5's are a great way to showcase what is unique about your business in a relaxed and informal way with like-minded people making valuable connections. BA5's usually attracts between 30 and 60 guests, who are mainly Chamber members, however these events are open to anyone.

The event starts at 5.30pm and closes at 7.00pm.

Prior to the Event

Marketing - To assist us with marketing the event, we sit with you and go through what you are wanting to achieve with this event plus:

- Find appealing wording for your invitation which we use to promote your event
- Images required include your logo and a couple of photos

The invitation goes to the Chamber database of over 1400 recipients. We also recommend sending the invite to your clients and ask them to register for the event online. Upcoming BA5 events feature in our Advocate "Chamber Chats page" and on our various digital media to help promote the event.

Catering & Beverages The Chamber will advise numbers for catering on the Monday prior to your event. As hosts, you will need to provide light refreshments (beer, wine, light beer & wine are proving popular, juice and water) plus finger food of your choice and cost. Please ensure you provide enough food to cover host responsibility for supplying alcohol at your event.

We have a list of caterers who are chamber members if you'd like to use one of them. Alcohol, ice and soft drinks can be arranged through Liquor King or your preferred supplier.

On the Night

The NorthChamber team will review health and safety protocols with you. We will be there to assist with running your event. A run sheet will be provided to you before the event. We can assist with welcome formalities through including karakia and mihi if you do not have someone in your organisation who can do this for you. We provide the name tags, man the registration desk and greet people as they arrive.

Your Presentation - Presentations are generally kept quite brief (10 to 15 minutes) and we like to start this at about 6pm. A member of our team will introduce you.

Prize Draw - At each BA5 we ask members to put their business card in a bowl and we draw a lucky prize winner. The Chamber provide one prize, usually a business book or bottle of wine. As host, you are welcome to offer another prize should you wish to.

After the Event - The guest list is collated and we send you a list of attendees and their contact details for you to follow up after the event. We'll also send you photos of the night

BA5 event management fee

Business with less than 20 FTE - \$450+GST

Business with more than 20 FTE - \$850+GST

Good luck with your event and please contact us with any queries 09 438 4771.

Kind Regards

The Chamber Team