

## General BA5 Hosting Information & Booking form

Thank you for your interest into hosting a Business After 5 (BA5) in 2020. BA5's are a great way to showcase what is unique about your business in a relaxed and informal way. BA5's usually attract around 50 guests most of which are Chamber members however the events are open to anyone.

BA5's give you the opportunity to meet other like-minded people in business and make valuable connections.

We would be delighted to assist in showcasing your organisation and would promote this actively to our Chamber members and business database, approx. 1,090 Northland wide.

BA5s are held on Wednesdays, generally a fortnight apart.

The fee for holding a BA5 is as follows - \$350+GST for employers with 19 and under and \$650+GST for employers with 20+ staff and (you are welcome to combine your BA5 with another Chamber member to enhance both businesses and help cover cost).

The fee is payable 8 weeks before the event. The fee covers marketing and administration of the event. Marketing includes promotion through fortnightly e-Newsletters, MoreFM and other media.

Below is some information which may help you prepare for the night. Stephen, Janette and I will liaise with you for on-the-night arrangements.

### Marketing

To assist us with marketing the event, please provide us with a maximum of 2 paragraphs which we could use to promote you to members and any photo's or images. Please also email us your company logo – preferably a black and white (jpeg) file. You are welcome to give marketing collateral to the attendees and send the invite to any clients, just please get them to register for the event online or e-mail a list on the Monday before the event. We will e-mail the invite one week before your event.

We will feature your business as an upcoming BA5 in our monthly "Chamber Chat" in the Northern Advocate which is out on the first Thursday of the month.

### Numbers for catering

We advise you on the Monday prior to your BA5 of the numbers attending for your catering purposes. Attendees register with the Chamber prior to the evening by either email or phone or online <https://www.northchamber.co.nz/events/>

### Catering & beverages

Catering is at your discretion and cost. We have a preferred Chamber catering list if required. As hosts, you will need to provide light refreshments (beer, wine, juice and water) and finger food of your choice. As a fellow Chamber member, Liquor King would be happy to arrange your refreshment and glassware order. Contact [cheryl.wynyard@lionco.com](mailto:cheryl.wynyard@lionco.com) or call the team 438 4063. They can help with you quantities and also credit unused returns (conditions apply).

### On the night

We will be there to assist you to run your event. We recommend you give members an opportunity to network for up to 30 minutes before your presentation. Members network following the presentation also. Please have a table near the entrance to the area where people will network, so we can issue name tags to attendees and collect business cards. We also require a vase or bowl for the business card draw.

### Your presentation

Presentations are generally kept quite brief (10 to 15 minutes) and we like to start this at about 6pm. Either the CE or a Board member 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. We provide one prize, usually a business book or bottle of wine, but as host, you are more than welcome to offer another prize should you wish to. Please let us know if you would like to offer a prize in addition to ours. The prizes draw is held at the conclusion of the BA5.

**After the Event**

We collate RSVP's and after the event will send you a list of attendees and their contact details for you to follow up afterwards. We'll also send you photos of the night and if you have any photos please send to us as we can place these into our monthly Chamber Chat in the Advocate.

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

**Event confirmation/booking form. Please complete and email back**

**Company:** .....

**Date:** .....

**Time: 5.30pm until 7.00pm**

**Venue:** .....

**Directions:** .....

**Parking availability:** .....

**Contact person:** .....

**Contact details:** .....

**Prize Draw:** .....

**BA Hosting Fee \$**.....

**Signed:** .....

**Date**.....

*Kind Regards*

*Janette & Rebecca Varley*

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