



BAH PURPOSE

A benefit of membership....

- Provides an opportunity to highlight an individual Chamber member's business (Tier 2 above benefit) – Exclusive marketing for one of our member businesses per month.
- Provides the opportunity for Introduction of new Chamber members and businesses supporting our organization.
- Provides networking for all Chamber members.
- Provides the opportunity to showcase other members products donated - i.e. beverage sponsors and member caterers.
- Recognition of our Visionary members supporting the Chamber financially at highest level.
- Opportunity to recognize Chamber volunteer groups – Red Coats, MYP, Board, etc.

Chamber GOAL - The "WHY":

- Business After Hours is a non-dues revenue line on the Chamber's Budget. Staff are required to meet this budget annually.
- BAH sponsorship fees provide non-dues income to the Chamber to be the VOICE FOR BUSINESS and CONNECT our membership. It supports the time and effort behind our top priorities and initiative work.
- Provides networking to the largest business professional group in Missoula.



CHAMBER STAFF MONTHLY PROCESSES:

SECURE BAH HOST/BILLING/CONTRACTS – Chamber staff continually work to secure BAH monthly sponsors. Business members are contacted, months selected and contracts signed.

- **FINANCIAL** – Chamber staff sends our invoices, secures payment and track on Chamber’s budget monthly for BAH.
- **CONTRACT/HOST RESPONSIBILITY** are provided to the host upon contract signing and both are initialed.

MARKETING:

- Secure logo and marketing material from the host.
- Confirm door prizes to assist with marketing
- Launch events module for that specific BAH
- Announce the location at BAH
- Design and create Facebook marketing, post on Chamber website, send with link in the Chamber Connection newsletter weekly up to the event.
- Communication and follow up rotates between our beverage vendors donating our beverages: for Beer, Soda, and Water
- Continually market via Facebook, Instagram, the eblast/social up to event day.

WALK THROUGH WITH EVENT HOST:

- Walk-through of the space.
 - The **host** selects the walk-through date and time.
 - Staff informs Red Coats when the walk-through is set by the host, so if available Red Coats that are assigned to the BAH walk-throughs can attend with Chamber staff.

EVENT SIGNAGE:

- Chamber staff arrives 2 hours in advance to set up directional signs for the event.
- Visionary members signage displayed

EVENT REGISTRATION:

- Set up Registration Table:
 - Name tags for members
 - Basket for business card raffle
 - 50/50 items to sell tickets available
 - Money bags are prepared with \$40.00 cash and envelopes for winners
 - Reconciliation worksheet signed by Staff and Red Coats on cash received.



BAH PROCESS

- Tablecloth/pens/markers
- Table and Two Chairs

PROGRAM:

- Chamber Membership Director creates the agenda for the evening, send the agenda to the host, new members and Red Coat Chair.
- Sets up Podium/Mic
- Connect with the BAH Host and assist with set up
- 24 hours in advance – Beverages are delivered by Chamber staff

BAH TEAR DOWN:

- Pack up all Registration items and Chamber signage –
- Load signs and Sound System
- Return Zippered money bag to Frank with 50/50 calculations done and cash inside
- Clean up and reorganize BAH wagon for the following month
- Throw out old/used 50/50 tickets from last BAH
- Return ALL BAH items, signs, etc. to storage
- Make sure scissors, bottle opener, etc. have been returned to tool bag for next BAH
- Make a copy of all business cards and deliver originals to the Host for networking
- Send Thank you letter and business cards collected

BAH VOLUNTEER ROLES

Red Coats

- Beverage table (2 Red Coats) – Red Coats are welcome to arrive early to set up beverage area.
- 50/50 ticket sales (2 Red Coats): Instructions for 50/50 disbursement (below)
- Registration Table Red Coats with Chamber Staff or other volunteers as the back up
 - Welcome guests to event – share the check in process
 - Direct traffic to beverages, food etc.
 - Request business cards for door prizes
 - Nametags
 - Quite Signs – to help control the crowd noise
 - Assist with introduction of new members to existing members

Business After Hours Agenda and Red Coat Chair role:

Chamber Membership Director –

Welcome call the group to order and introduce Red Coat Chair

Red Coat Chair

- Red Coat Chair to introduce themselves – Name and business – and speak on behalf of the entire Red Coat group. i.e. Red Coat membership promotion and PR for Red Coats – have a showing or hands or introduce
- Welcome everyone and thank the host
- Turn the program back to the Membership Director to introduce host for 5 minute infomercial
- Together with host - announce winners for door prizes, 50/50 and profile drawings

Membership Director

- Introduce the Chamber Board in attendance (Bring a roster and check off when arrive)
- Introduce new Chamber members
- Have attending new members give a 30-second infomercial
- Thank host, beer sponsor, water sponsor and attendees
- Announce special events or opportunities
- Announce the next Business after Hours date and location

Instructions on 50/50 raffle – How to distribute money to Winners:

- Step 1 - Remove \$40.00 from all earnings and put back in Money Bag (this replaces the original \$40)
- Distribution – Use BAH Reconciliation Worksheet in Money Bag
 - 50% to Raffle Winner
 - 25% to Red Coats
 - 25% Chamber
- Step 2 - Count remaining earnings and *split in half*
- Step 3 – Winner of raffle gets half of total
 - Label this envelope 50/50 winner and include amount inside
- Step 4 - Second half of total is split in half again
 - Label this envelope 50/50 Red Coats
 - Put second envelope in Money Bag