

Brevard/Transylvania Chamber of Commerce Coffee Connections Guidelines

Coffee Connections is a Chamber program designed to provide a networking opportunity for members in a professional atmosphere. It is a great way for members to stay in touch with what is going on in the business community and interact with their peers and potential customers. For the sponsors, it is a rare opportunity to promote their company to a captive audience of business leaders. Sponsorship is easy and affordable for all members with hosting handled by the Chamber at a cost of only \$300.

Sponsorship of a Coffee Connections event is limited to Chamber members, and in an effort to provide opportunity to all members, it may not be sponsored in consecutive years. Reservations are opened on a first come, first served basis in August/September of the prior year.

The following guidelines will assist the sponsor in understanding their role and the role of the Chamber staff with a Coffee Connections event.

- Coffee Connections Basics:
 - It is the fourth Tuesday of the month, from 8:00-9:00 am, from March through October. It includes coffee, water, and light refreshments.
 - The first 20 minutes is for arrivals and networking. At approximately 8:20 am, the Director or Board President will give a welcome and make a few basic announcements.
 - Immediately following, the sponsor is invited to speak for up to five minutes to promote their business/organization. They are encouraged to have collateral to hand out as well.
 - A guest speaker will then be given the opportunity to address the group for 5-10 minutes, followed by a couple of minutes of questions.
 - There will typically then be 15-20 minutes left for networking before the event ends.

- The host is responsible for:
 - Having an on-site representative to speak for up to five minutes.
 - Offering a door prize.
 - Covering a \$300 sponsorship fee.

- The Chamber is responsible for:
 - Having their facilities open and ready for the event. This includes contacting a chamber member and arranging for coffee/refreshments.
 - Publicizing the event via an eblast, weekly enews, and with other available opportunities.
 - Arranging an interesting and informative speaker, typically a public official.
 - Managing attendance and keeping the host informed of the anticipated number of guests. Typical attendance is from 40 to 50 members.
 - Maintaining a registration table/counter, which includes providing all sign-in material, collecting door prize entries, and welcoming guests.

A cancellation fee of \$500 will be charged if less than a 60-day cancellation notice is provided by the host.

If you are interested in sponsoring a Coffee Connections, complete the below information. Your signature confirms agreement to the above terms and standards. Contact the Member Services Coordinator at 883-3700 with any additional inquiries.

Please list your three preferred months for hosting in order of preference (April-October):

1. _____ **2.** _____ **3.** _____

Business Name: _____ Contact Name: _____

Phone: _____ Email: _____

Event Location: _____ Event Date: _____

Sponsor Signature: _____ Today's Date: _____