

'KICKSTART' Hosting Information Package

KICKSTART is an informal 'after hours' no charge networking event for Chamber members, Directors, Ambassadors, Benefit Partners and guests.

KICKSTARTs are held on the last Tuesday of each month, generally excluding August and December, from 5pm – 7pm. They are presented jointly by the Tri-Cities Chamber of Commerce and a monthly Chamber Member Host.

KICKSTART provides both new and existing members with the opportunity to learn how to make the most of a Tri-Cities Chamber of Commerce membership in a casual evening of networking and fun.

The general program for **KICKSTART** (subject to change) is:

- 15 -30 minutes registration and informal networking with host provided food and drinks available
- 20 - 30 minutes program: welcome, new member introductions, etc. (Host will be invited for up 3-5 minutes of podium time to welcome guests and promote your organization/venue)
- 1 hour remaining networking

Attendees at **KICKSTART** include an array of members and guests including: new members, existing members, our team of Chamber Ambassadors, Board members, Chamber staff and Benefit Partners. Personal invitations are made to new members to attend **KICKSTART**, and additionally, the event is publicized on the Chamber website, on our event calendar, through email and through Chamber social media channels.

KICKSTART average attendance is 70.

As a host of **KICKSTART**, you are responsible for providing:

- an accessible location suitable for at least 70 guests
- food and beverage (typically one beer/wine/ticket, 3-4 appetizers per guest)
- a table with 2 chairs at the main entrance for registration
- an area or table for display of Chamber and benefit partner collateral
- minimum one door prize

As a host of **KICKSTART** you are entitled to:

- 3-5 minutes of 'podium time' to welcome guests (any AV requirements are the responsibility of the host)
- display of promotional materials at the event
- promotion through Chamber social media channels as well as mentions in Chamber Chat and the Chamber events e-newsletter
- online promotion of the event including a dedicated event webpage featuring your logo and a hyperlink to your website
- post event promotion and photos through Chamber social media channels

Tri-Cities Chamber of Commerce responsibilities for **KICKSTART** include:

- online promotion of the event through the mediums listed above
- assurance of satisfactory guest turnout
- facilitation of event and guest registration

KICKSTART Hosting Request Form –

Business Name: _____

Address: _____

Contact Name: _____

Phone: _____

Email: _____

Today's Date: _____

Preferred Month of Posting: _____

I agree to be responsible for the host provisions as outlined above

Authorized Signature: _____

Event Date Confirmed (By Chamber)

**Please email completed form to membership@tricityschamber.com
or fax to 604.464.6796.**