



Dear Sponsor,

The Bastrop Chamber of Commerce wants to **"Thank You!"** for your sponsorship of **Alive After 5!** This event offers a special opportunity to showcase your business, services, and facilities to the business community, other Chamber members, the Board of Directors, and your own customers in a casual, relaxed atmosphere after normal business hours. We created these guidelines so you can have a successful event.

What the Bastrop Chamber of Commerce will provide for you:

1. The Chamber will provide publicity for **"Alive After 5"** through emails, the Chamber website Calendar of Events, newsletters, Facebook and monthly luncheons.
2. The Chamber will promote the sponsoring business for **"Alive After 5"** as the host for the event.
3. The Chamber will provide suggestions for catering services from its list of fellow Chamber members.
4. The Chamber will help answer any questions and provide support prior to the event to make your **"Alive After 5"** run smoothly.
5. The Chamber will provide cards for drawing of door prizes.
6. The Chamber will provide name tags for the event.
7. Chamber staff will be present during the entire event to help host your **"Alive After Five"**.
8. The Chamber will list sponsor with photo in follow-up digital newsletter & facebook for hosting **"Alive After 5"**.

Guidelines for Sponsorship:

1. The sponsor must be an active Chamber member in good standing with a membership tier at Grow and above.
2. **"Alive After 5"** can be held during any month other than May, July, or December. **"Alive After 5"** is the **2nd Thursday** of the Month.
3. The set hours for **"Alive After 5"** is 5:30 to 7:00 PM.
4. The sponsoring business is responsible for providing the location for the **"Alive After 5"**. The location must be available from 5:30 to 7:30 PM and able to accommodate up to 75 people. If an outdoor **"Alive After 5"** is planned, an alternate location must be provided in case of inclement weather.
5. The sponsoring business needs to provide food & beverages of their choosing. Finger foods are suggested along with wine, beer, sodas, tea, and water. From experience, a lower attendance can be expected if adult beverages are not served.
6. A theme for **"Alive After 5"** makes the event more exciting for attendees.
7. It is suggested that the sponsoring business advertise the **"Alive After 5"** to customers and employees via invitations, signage in business, newspaper, emails, etc.

8. The sponsoring business will provide at least one door prize for attendees and promotional giveaways are highly suggested.
9. The sponsoring business will be given 5-10 minutes at the “**Alive After 5**” to promote their business, products & services, and introduce their employees at about an hour into the event with door prize drawings to follow.
10. The sponsorship investment to the Chamber is \$350 and must be paid prior to the event.

Member’s Checklist Before Event:

- Schedule the caterer; preferably from a Chamber member who provides catering services.
- Invite: Customers, prospects, friends, family, neighboring businesses.
- Provide beverages for attendees (beer, wine, sodas, tea, water).
- Confirm date and time with Chamber staff as event approaches.
- Decorate in your theme or with signs, banners, and/or balloons.
- Provide gift to be raffled off.
- Relax and enjoy your event!

Thank you again for your sponsorship! The Bastrop Chamber of Commerce is pleased to help you make the most of your event. From our experience, you can expect on average 50-70 people to attendance. This depends on a number of factors, the most essential being the promotional efforts to invite your own contacts to your event. Please don’t hesitate to call the Chamber with any questions at 512-303-0558 or email info@bastropchamber.com!