



Member Responsibility:

- Contact the Northern Gateway Regional Chamber of Commerce to reserve the date of your “**Business After Hours**” event.
- Contact your local newspaper if you choose to place an advertisement. This should be done 2 weeks in prior to the scheduled event. (**optional**)

SAMPLE AD:



YOU ARE INVITED TO ATTEND

A CHAMBER MIXER

For Steve Bissonnette, LPL Financial

From 4:30PM to 6:30PM on Thursday, Jan 27th

Enjoy some Fiddle music by recording artist:

Patrick Ross

Mingle with your friends and neighbors, enjoy some appetizers,

with a 5:30 Ribbon Shredding ceremony

at the Historic Coos County Courthouse

148 MAIN STREET, LANCASTER NH

This event is open to the public; you do not have to be a member

- Send out personal invitations, via mail or email to your personal clients, customers, friends and family 4 – 6 weeks prior to the scheduled event. (**optional**)
- Provide light refreshments.
- Be prepared to greet attendees up to 30 minutes early. A Chamber Member will tend to the sign-in of attendees.
- Send Thank You notes to attendees after the event.

Chamber Responsibility:

- Offer guidance and support in organizing the event.
- Add the EVENT to the Northern Gateway Regional Chamber of Commerce's FACEBOOK Page and the Website Calendar
- Contact the Editor of local newspapers (*The Great North Woods Journal, Salmon Press and Colebrook Chronicle*) with a Press Release via email to publish and to add the Mixer to the Community Events section of their publications.
- Send out an EVITE Invitation/Announcement to the Membership and their colleagues, as well as other community members, 2 weeks prior and 1 week prior to the Mixer.
- A representative from the NGR Chamber of Commerce will staff a registration/sign-in table.
- Name tags will be provided for other Chamber Members and your guests.
- Photos of the Event will be emailed to the local newspapers and posted on the NGRCC FACEBOOK page unless requested otherwise.

Please feel free to contact us at any time at (603) 788-2530 or via email at northerngatewaychamber@gmail.com!

