



You:

- 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 AD (**optional**)
- Send out personal invitations to your clients, customers, friends and family (**optional**)
- Provide light refreshments (**optional**)
- Be prepared to greet attendees up to 30 minutes early

Your Chamber:

- Add the EVENT to the Northern Gateway Regional Chamber of Commerce's FACEBOOK
- Contact the Editor of local newspapers via email to add the Mixer to the Community Events section of their publications
- Send out and Email Invitation/Announcement to the Membership and their colleagues, as well as other community members
- Representatives from the NGR Chamber of Commerce will be in attendance