

# UNWIND WITH THE KALISPELL CHAMBER

We'll help everyone UNcover What's Interesting, New, and Developing with your business!

## UNWIND GUIDE

Whether you have just opened your business, completed a renovation, have exciting news to share, or been in business for a while, a Kalispell Chamber UNWIND allows you to open your doors to our membership and the entire Flathead Valley community to show off what you do.

Worried about how you will get people to attend your event? We will promote your UNWIND to our entire communications network (over 5,000 email subscribers and nearly 8,000 Facebook followers) through email event blasts, mentions in our monthly newsletters, at our monthly luncheons, as a premier event on our website, and via our social channels. While we have an extensive network, we highly encourage you to reach out into your own network of contacts to send out additional invitations. The more advertising between our two organizations, the better!

At the start of your event, you will need to provide an area at the entrance of your business with a table and two chairs for our Ambassadors to serve as your greeting committee, welcoming guests, and passing along any additional information you wish.

Our Ambassadors will also collect the business cards of every attendee that will be used for any drawings you may have. Following your event, Kalispell Chamber staff will deliver all of the business cards to you to use for your own future use.

**WHERE?** At your place of business. Consider partnering with another Kalispell Chamber member for your event to help with event location, food, or door prizes!

**WHEN?** UNWINDs will be held the second Tuesday of most months.

**TIME?** UNWINDs start at 5:00pm with announcements and drawings at 6:00pm. Most events wrap up around 6:30pm.

**COST?** There is a \$500 charge to host an UNWIND. Hosts provide all food/beverages for attendees. A two-week notice of cancellation is required for full refund. Payment is required to secure sponsorship upon confirmation of date of event.

## A FEW SUGGESTIONS FROM EXPERIENCE

- Clear your event area of excess clutter and furniture to allow room for people to walk around, stand, or sit.
- Encourage people to walk around your entire space by putting food and beverages in multiple places.
- UNWINDs average over 50 - 100 attendees, with that many people, plates and cups are sure to be left around. Consider extra garbage cans in visible places for your event.
- With so many attendees, small spaces can get warm quickly. Consider turning your heat down or off and opening a window prior to your event.



## UNWIND HOST INFORMATION

Organization Name: \_\_\_\_\_

UNWIND Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_ Event Location: \_\_\_\_\_

Mailing Address (if different than event location): \_\_\_\_\_

## EVENT CHECKLIST

Please send the following information to the Kalispell Chamber **at least three weeks before** your event. The more detailed your answers below, the easier it will be for us to promote your event.

- The Kalispell Chamber has the current version of my organizations logo. If you are not sure, please send your logo to [info@kalispellchamber.com](mailto:info@kalispellchamber.com).
- Food and Beverage: Please describe the food and beverage you will be serving. Will you be using a catering company? If so, who? What kinds of food will you be serving (hot appetizers, fresh fruit, desserts)? What drinks will you have available (both alcoholic and non-alcoholic)?
- Door Prizes: Providing door prizes is not a mandatory piece of your event, however we have learned that great door prizes help attract higher attendance rates and more awareness of your business. If you will be having any door prizes, what will they be? We recommend a maximum of 3 door prizes.



Pepsi has generously stepped up to provide you with your non-alcoholic beverages! Please contact the office at (406) 755-5060 and ask for Tony Wright. You will be responsible for picking up your order at their warehouse at 100 Kelly Rd, Kalispell.