



COFFEE CONNECT GUIDE

Whether you have just opened your business, completed a renovation, have exciting news to share, or been in business for a while, a Discover Kalispell Chamber Coffee Connect allows you to open your doors to our membership to show off what you do.

We will promote your Coffee Connect to our entire communications network (over 5,000 email subscribers and nearly 8,000 Facebook followers) through email event blasts, mentions in our weekly e-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 email a copy of all the business cards to you to use for your own future use.

WHERE? At your place of business.

WHEN? Coffee Connect will be held on the fourth Wednesday of most months.

TIME? Coffee Connect starts at 8:00 am with announcements, sponsoring host shares business information, a spotlight speaker, testimonials and 'pass the mic' to meet each other. Most Coffee Connects wrap up by 9 am.

COST? There is a \$150 charge to host a Coffee Connect. Hosts provide all breakfast treats, coffee/tea, and juice. Two weeks' notice of cancellation is required for full refund. Payment is required to secure sponsorship upon confirmation of date of event.

COFFEE CONNECT HOST INFORMATION

Organization Name:

Coffee Connect 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 organization's logo. If you are not sure, please send your logo to 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 breakfast food will you be serving (hot food, fresh fruit, pastries)? What drinks will you have available?

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.
- ❖ Coffee Connect averages over 30 - 50 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.