



#KAMBIZ SOCIAL

LET'S
GET
SOCIAL
HOST GUIDE



#KAMBIZ SOCIAL

Lets Celebrate You & Your Business

Kamloops & District Chamber Members are part of a thriving and dynamic business community. We are encouraging attendees to use the [#KAMBIZ](#) hashtag to celebrate you and show off your business in-person and online.

Let's share your story, let's get social.





DATE

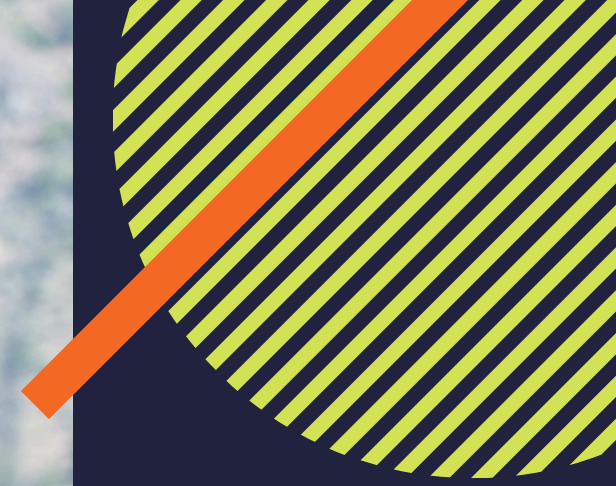
Socials take place from 5:00-7:00 PM on the first Wednesday of each month.

LOCATION

Host venues must be able to accommodate 100+ people and be approved by a member of the Chamber team prior to confirming a date.

FOOD & DRINK

Host is to provide catered appetizers, non-alcoholic beverages and a cash bar at their expense.



DETAILS



YOUR ROLE?

TELL US YOUR STORY,
SHOW OFF YOUR SPACE,
MAKE SOME MEMORIES

SUGGESTIONS




+ Encourage Conversation

To encourage networking, try to place only serving tables around the room. Keep your product/info displays to the outside of the room

+ Participate

Spend time at our socials prior to hosting your own, get a feel for how they operate and learn some best practices. Our team will guide the whole process



+ Give a Little, Gain a Lot

By offering guests a discount coupon (10% off a product, 1 free drink), you will be able to bring back repeat customers and track the events success

+ Show Off Your Space

Organizing tours of your facility and/or product displays. We encourage you to get creative in promoting awareness of your services or product. Please talk to us if you have other ideas that we can incorporate into the evening.



ADDITIONAL INFO

HOST CHECKLIST
#KAMBIZ TEAM LEADERS
CONNECT WITH US

HOST CHECKLIST

2-4 MONTHS PRIOR TO EVENT

- Food and beverage selection are the hosts choice. Plan for 100+ people when organizing your food and cash bar
 - Please ensure you have non-alcoholic options available: See *Suggestions for Food & Drink Providers*.
- Provide the Chamber with 3 – 5 photos and fun facts about your business to be used to promote the event and your business. Pictures with staff in them will typically get more online engagement
- Help us spread the word by promoting the event on social media, e-newsletters, etc. Use this opportunity to invite your clients, customers, friends and family.
- The Kamloops & District Chamber team will set up an online registration form via kamloopschamber.ca
- Secure your *Liquor Special Event Permit* (if necessary).
- Secure your *Third Party Insurance* to add the Kamloops & District Chamber of Commerce as additionally insured for two million.

1 WEEK PRIOR TO EVENT DATE

- Provide the Chamber with a guest list (if they are not Chamber members).
- Confirm with the Chamber if attendee's will need cash for bar.
- Promote and share the event information on social media and at your business.
- Tell Chamber Staff what 2+ door prizes will be used for the business card draw.

DAY OF EVENT

- Provide one (6' or 8') table and one small table for registration and name tags (skirted and table clothed), along with 2 chairs at the entrance to the room with a garbage can in this same area and a coat rack (if hosting in Fall/Winter).
- Test the audio system and mic you will be using (Chamber may be able to provide a PA system if necessary).
- Address the crowd for 2-3 minutes (around 6:00 PM); try and keep it try and keep it fresh and entertaining! The Chamber staff can give guidance in your speech if needed.

HOST ACCESSIBILITY

ACCESSIBILITY

- Your location must be fully accessible for people using any assistive device, including washrooms.
- Good lighting levels for people who may be deaf or hard of hearing to be able to read lips or communicate easier
- Limited seating with plenty of standing / mobility room
 - Encourage setup of tall tables
 - Some seating around for those who may not be able to stand for long periods of time
 - Seating near front of speaking area for those who may need it
- Accessible parking
 - Provide a map or directions to parking and public transit, if available

SUGGESTIONS FOR FOOD & DRINK PROVIDERS:

FOOD

Nourishing Gourmet

Catering Services

Reach out:
nourishinggourmet@gmail.com

Senor Froggy Restaurants

Catering Services

[Reach out here.](#)

Papa Murphy's Pizza

Catering Services

Reach out:
msra.pmp@gmail.com

Twin Rivers Cuisine

Catering Services

Reach out:
info@trcuisine.ca

DRINK

Mocktail Mixery

Specialty Grocer

Reach out:
hello@mocktailmixery.ca

Elite Events BC

Bartending Services

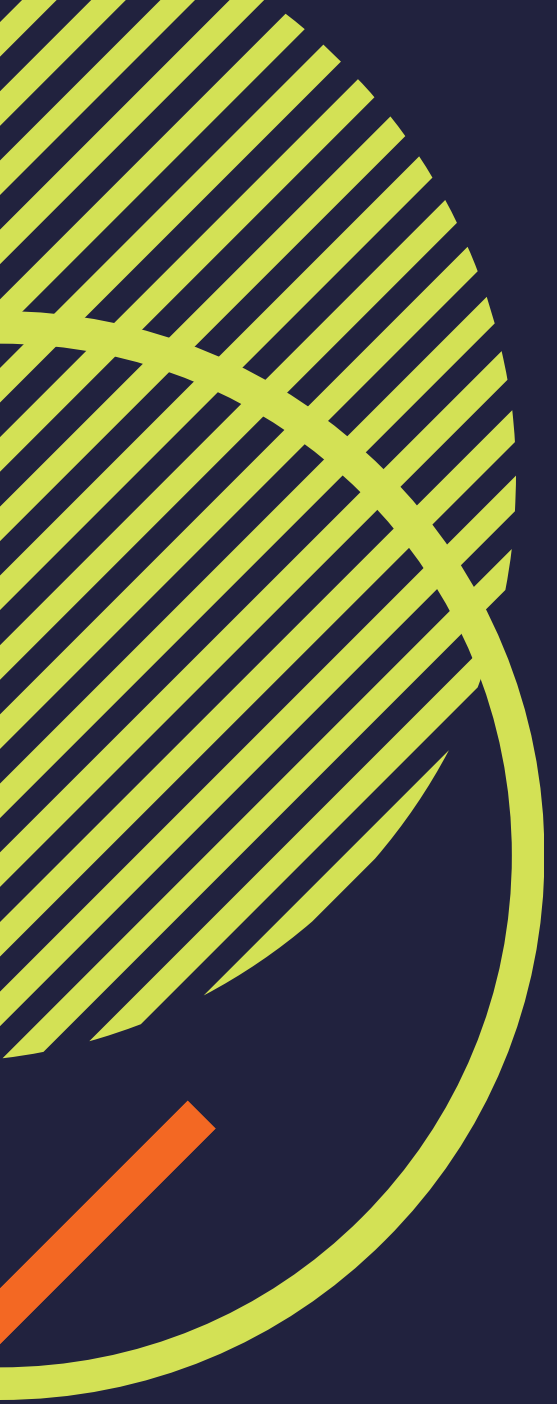
Reach out:
eliteeventsbc@gmail.com

Twisted Spirits Liquor Store

Specialty Grocer

Reach out:
biztrendsmarketing@gmail.com

Note: Will supply hosts with non-alcoholic drinks at wholesale price.



CONNECT WITH US



FACEBOOK

Kamloops & District Chamber of Commerce



LINKEDIN

Kamloops & District Chamber of Commerce



INSTAGRAM

@kamloopschamber



**WE ARE HERE TO HELP.
IF YOU NEED
RECOMMENDATIONS,
SUGGESTIONS, OR
GUIDANCE.**

GET IN TOUCH,
LET'S CHAT!

