



Business After Hours Business Before Hours Planning Guide



What is Business Before Hours & Business After Hours?

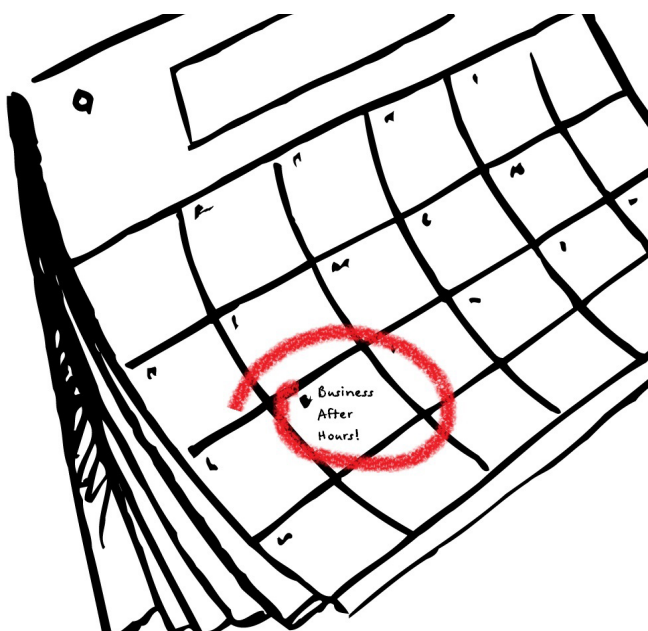
Business Before Hours and Business After Hours are the premier networking events for St. Peter Chamber of Commerce members and part of the St. Peter Chamber Diplomat program. This program gives individuals an opportunity to share ideas and socialize while learning about other local businesses.

Both are a relationship-building opportunity held in a relaxed setting that benefits your company through added contacts and resources.

Business Before Hours is held four times a year at the St. Peter Chamber of Commerce office. Business After Hours is held 8 times a year at various member business locations and typically have 20-40 guests in attendance. Food, beverages and door prizes are provided by the host business. In return, the host receives free promotion in the St. Peter Chamber Newsletter, St. Peter Chamber Monday Memo and 2 email notifications to all chamber members. The event is also promoted on the St. Peter Chamber website.

If you feel your business is too small to host an event, consider co-hosting an event with another business. Simply call another business member or the Chamber office can connect you with a member.

For more information, contact Emily at the St. Peter Chamber of Commerce at 507-934-3400.



Business After Hours is held on the 3rd Tuesday of each month.

Business Before Hours is held 4 times a year on the 3rd Tuesday of the chosen month.

Who are the Chamber Diplomats

The Chamber Diplomats are the business's connection to the Chamber. The team is made up of people who work at St. Peter businesses. Their primary role is to host the Business Before and After Hours, visit with new businesses in St. Peter about the role of the Chamber and the benefits of membership, and to host ribbon cutting ceremonies. For more information on the Diplomats, contact the Chamber at 934-3400.

Business Before & Business After Hours Guidelines

Below are some guidelines you may adapt to best fit your event and business. Feel free to discuss any of these details with the Chamber staff.

Parking

Consider where guests will park their cars. Notify the neighboring business owners of the event so they know to expect an increase of parked cars and even invite them to attend.

Door Prizes

- The Business Before/After Hours host should provide 2-3 door prizes to be drawn for at the end of the event.
- The Chamber will also have door prizes available from other member businesses.

Food & Beverage

You may serve any type of appetizers, small sandwiches, and/or desserts. It is your choice whether you serve water, soft drinks, beer and/or wine. If you serve alcohol, please be sure to offer non-alcoholic beverages as well. A list of caterers is included in this guide. You must also follow these guidelines from the City of Saint Peter:

REMINDER FROM THE CITY OF SAINT PETER REGARDING CATERED EVENTS

Several events take place throughout the year where groups or individuals hire caterers to serve food and alcohol. In order for an event to be catered with food and alcohol, the caterer must be licensed through the Minnesota Liquor Control Board. State Statute stipulates the holder of a caterer's permit may sell intoxicating liquor "as an incidental part of a food service". The Statutes do not allow the caterer to sell liquor if either there is no food service provided, or if the caterer providing the liquor is not the same vendor supplying the food. If you plan to hire a caterer and want to serve alcohol at your event, the caterer must provide the food in order to provide the alcohol. It is unlawful to hire two different vendors to provide the food and alcohol.

In a related matter, caterers are required to notify the Police Chief prior to any catered event taking place in the City or the County Sheriff if the event will take place outside the corporate limits of the City. If you have any questions about this information, please contact the Community Development Office at 934-0661.

Room Set-up Ideas

- Set up an area to accommodate the expected number of people.
- Provide a greeter location and sign-in area near the front door. Chamber Diplo-

mats will be in attendance to assist you.

- Establish a focal point in the room for the opening, welcome and door prize drawing.
- Place the food and beverages in a location away from the greeter area so people can move freely.
- You may set up a display to feature your business.

Program (15-20 minutes)

- Highlight the business (event host(s)).
- Introduce host (Chamber Chair, Board member or Diplomat)
- Welcome Statement (host)
- Highlight host business (host)
- Introduction of new Chamber members (Diplomats)

Networking Activity

A business card/or name will be drawn from a jar. The business drawn will have 1-2 minutes to talk about their business.

Ending Activities

- Host thanks members for attending
- Raffle drawings
- Tour (optional)



Catering/Cash Bar Contacts

Gustavus Adolphus College

Catering Dept. Attn: Margi Willmert
800 W. College Ave
St. Peter, MN 56082
933-6245

Hobber's Bar & Grill

43539 French Hill Rd
St. Peter, MN 56082
507-550-4080

Patrick's on Third

125 S. Third St.
St. Peter, MN 56082
931-9051

Third Street Tavern

(Absolute Catering)
408 S. Third St.
St. Peter, MN 56001
507-382-2133

The Wood Grill & Bar

43781 Golf Course Road
St. Peter, MN 56082
507-995-5252



Event Information

Congratulations! Your business is scheduled to host our next Business Before/After Hours on _____ At _____ am/pm. This is a great marketing tool for your business as well as an excellent networking opportunity for all our members who attend this social event.

The mission of the program are:

- To promote the host business.
- To provide networking opportunities for guests.
- To contribute to the St. Peter Chamber of Commerce objectives of member networking, referrals, information sharing and promoting chamber member businesses.

Please fill in the details on the form below and return it to the St. Peter Chamber in person, fax to 934-8960 or scan and email to spchamb@hickorytech.net.

These details will be used in pre-event advertising on the chamber website, chamber newsletter, the Monday Memo and social media pages.



Business Before/After Hours Details

Date: _____ Time: _____

Business Name: _____

Contact Name: _____

Address: _____

____ RSVP requested RSVP to: _____

____ Parking Restrictions: _____

Event details (theme, refreshments, program, tours): _____

