



GSSCC Business-After-Hours Sponsor/Host Guidelines and Agreement

What is a Business-After-Hours?

Business-After-Hours (BAH) is a social/networking function arranged by GSSCC, by and for GSSCC member companies. The purpose is to provide an opportunity for member businesses to host fellow members and showcase their place of business. Though non-members may attend, this is a Chamber event, and the focus should be on members meeting other members. Attendance is free to members and prospective members who are in the Chamber database. Non-members pay \$40 for admission.

Timing/Scheduling/Location:

BAH events are generally held typically on the fourth Wednesday evening of the month. To host, member companies should call the Chamber office at (301) 565-3777. Dates are generally reserved several months in advance. Due to the popularity of this event, members may host a BAH no more than once in a 12-month period. The venue for this event must be in compliance with ADA requirements and accessible by wheelchair.

Who May Host a BAH?

Only GSSCC members in good standing (whose dues are current), who have attended at least one previous Business-After-Hours, may host a BAH event. Two GSSCC member companies may jointly host an event at one member’s place of business. Hosting members arrange space and refreshments. GSSCC is the cosponsor for the event.

Guests of Host: If as the host, you have invited prospective members who are to be considered your guests, please provide to GSSCC a written list of their names and company affiliations prior to the event so that there is no confusion about who is responsible for paying their own admission.

Hosts Provide All Refreshments & Door Prizes: Hosts are responsible for the costs associated with the event, including food, beverages, and door prizes. Typically, hosts provide snack fare or hors d’oeuvres and beverages, and are strongly encouraged to use GSSCC member caterers and restaurants for this service. Non-member caterers will not be permitted to display promotional materials or be recognized at the event. Hosts provide at least one door prize to be awarded at the event. Door prizes may be selected from the host company’s offerings, or if other gifts are used, they should be obtained from GSSCC member businesses.

Notices to Members: GSSCC notifies members of this event via regular event postcards and via the GSSCC Weekly Update (the e-newsletter). GSSCC also sends individual emails to members during the week prior. In addition, information about the event will be provided to the local business media outlets.

Host Pays Sponsorship Fee: Host members pay a non-refundable sponsorship fee of \$275, which is due in full prior to the event.

Host Makes Presentation about Business: Hosts typically to make a presentation (no longer than 10 minutes) about their companies. Business-After-Hours presentations may include a description/profile of the business, a discussion of the types of services offered; an explanation of why members need those services; discussion of new products, changes in business focus, case histories/anecdotes of success. Presentations shall not include a direct pitch for funds, sponsorships or ticket purchases, or an appeal for membership. Further, because the Chamber is neutral on both matters of religion and party politics, Business-After-Hours presentations shall not include religious appeals or campaign speeches.

Business-After-Hours hosts only may distribute information about their organizations at the event for which they are sponsors.

GSSCC will promote the host’s sponsorship via with listings of the event in the calendar and announcements at the Networking Breakfast. At least one staff member will attend, bring names tags, and collect business cards for follow-up.

These guidelines are subject to change without notice. Revised September 2010.

By signing, I agree to the Guidelines herein and agree to sponsor the Business-After-Hours event on _____

Company Name: _____ Signature _____ Date: _____

Please submit with payment to GSSCC.

8601 Georgia Avenue, Suite 203, Silver Spring, Maryland 20910
Phone (301)565-3777 • Fax (301)565-3377 • info@gsscc.org • www.gsscc.org