



# Business After Hours Host Contract

Name of Host: \_\_\_\_\_

Contact: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Address of Event: \_\_\_\_\_

Date of Event: Thursday, \_\_\_\_\_ Time of Event: 5:07 pm to 6:30 pm  
(Fourth Thursday of the month)

## Host Responsibilities:

- Return signed contract with \$150 payment
- Email an “about us” paragraph, event “theme”, and company logo in .jpg format (due the 15th of the month prior to your After Hours)
- Provide facility for event with check-in area
- Serve refreshments
- Provide door prizes or giveaways (encouraged, but optional)
- Introduce your key staff at event
- Invite your staff, members, and customers, anyone you want in attendance!

## Yelm Area Chamber of Commerce Responsibilities:

- Design and provide flyer to host for event
- Promote the event in newsletters, via email, on social media, and at all Chamber functions
- Staff registration tables at event
- Take photographs at event
- Provide door prize

\_\_\_\_\_ Date: \_\_\_\_\_  
Host (Sign & Print)

Please return signed contract to:

Yelm Area Chamber of Commerce  
PO Box 444  
Yelm, WA 98597  
[director@yelmchamber.com](mailto:director@yelmchamber.com)



**YELMCHAMBER.COM**