



BUSINESS *after* HOURS

Ruston-Lincoln Chamber of Commerce Business After Hours Form

Host a Business After Hours with support from the Ruston-Lincoln Chamber of Commerce to spotlight a local nonprofit. This new format will strategically bring together chamber members, host company employees and customers, along with local nonprofit board of directors, staff and supporters for an evening of networking.

Consider using this event to show off your place of business, highlight a local partnership with a nonprofit or announce your company's investment or partnership in our community benefiting our quality of life.

Nonprofit Information

Local Nonprofit name: _____

Email: _____ Number: _____

Event Information

Date of event: _____

Location of event: _____

Contact Information

Your business name: _____

Your name: _____

Number: _____ Email: _____

By signing, you agree to the following:

- Your business will host the event at the location listed above between 4-6 p.m. during the week.
- Your business will provide drinks and snacks for attendees.
- Your business will provide door prizes to be given out during the event. (optional)

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- **You will pay the event hosting and promotion fee of \$500, either by submitting a check with this form or requesting an invoice be sent to the contact listed above.**

Please check one below.

- I have enclosed a check with this form.
- Please send an invoice for the fee.

Once this event is finalized, the Chamber agrees to:

- Add the event to the community calendar on rustonlincoln.org.
- Promote the event via social media, tagging your business and featuring your logo in a promotional graphic. *
- Feature the event in the Week Ahead email and monthly Chamber Connection newsletter.
- Take photos at the event and post on social media.
- Provide event marketing materials (ex. social media template/post) to nonprofit person of contact to be shared with their board, staff, and supporters.
- Provide an up-to-date event registration list before the event.

*Note: If the Chamber does not already have your business logo and social media handles, please send this to marketing@rustonlincoln.org

Please return this form to the Ruston-Lincoln Chamber of Commerce Office at 2111 N. Trenton **OR** email to wdeamon@rustonlincoln.org

Signature: _____ Date Submitted: _____