



## Business After Hours Event Check List

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Dear Chamber Member,

Thank you for your interest in hosting a Business After Hours through the Greater Robinson Chamber of Commerce. We look forward to working with you and your staff. In an effort to help your company prepare for the event the Robinson Chamber recommends you use the following check list as a guideline:

### **Business After Hours Check List:**

- \_\_\_\_\_ **Schedule a day and time for your event with the Robinson Chamber at least a month in advance (this will allow enough time for invitations to go out)**
- \_\_\_\_\_ **Send Chamber a copy of your company logo**
- \_\_\_\_\_ **Send Chamber a press release about your event (or have them create one)**
- \_\_\_\_\_ **Order food and refreshments**
- \_\_\_\_\_ **Create Invitation for the event**
- \_\_\_\_\_ **Send Invitation to clients, business contacts, friends and family**
- \_\_\_\_\_ **Proof the Chamber email invite (the chamber will create an E-blast to be sent out to their distribution list of over 300 people)**
- \_\_\_\_\_ **Plan a game, give-away or door prize drawing**
- \_\_\_\_\_ **Have plenty of promotional materials available to give out to guests (this is your opportunity to advertise your business)**

(Add your own list here:)

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(These are just a few suggestions and are not required to host an event)  
***We look forward to your Business After Hours!***