

El Dorado Hills Chamber of Commerce

Monthly Mixer Host Guidelines & Tips

*Would your business like to **Host a Mixer**? Your business must not have hosted a Mixer in the last 12 calendar months. If you are interested, read the following requirements and let us know as soon as possible.*

Food/Drink

As the mixer host you must provide heavy appetizers to the guests. It's your event, make it as grand or as simple as you like. The Chamber can provide a list of our current catering members, who we recommend you do business with.

The Food Bank brings and sets up the bar, unless you have a liqueur license. You will need to provide the Chamber with a property owner signature for the ABC license.

Mixer Publicity

Promotion should be started well ahead of the event. The way to achieve good attendance is to spread the word and advertise. The Chamber will promote the mixer in at least one Weekly e-News notification to the Chamber membership. The mixer will also be listed on the Chamber website and as well as hard copy of the calendar.

Send Invitations

Invitations help assure good attendance. The time, place, business name, address and any special event or activity that you might be planned should be mentioned. **You must acknowledge this is the El Dorado Hills Monthly Mixer on the invitation.** If food or refreshments are to be served, this should also be included in the invitation.

The success of your event depends upon your ability to be a good promoter, good host and a bit of a showman. The main idea is to attract people to your place of business and then to keep them interested and entertained while there.

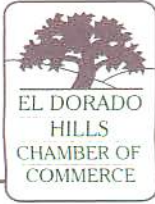
The Chamber can provide your business with mailing labels that include all Chamber member main representatives (600+ businesses). This list must be picked up at our office and labels are only to be used for the mixer invitations.

Set-Up & Requirements

Please provide five tables for appetizers, promotional material, check-in, bar, and raffle prizes.

Time

Mixers take place on the second Wednesday of the month between 5:30 PM and 7:30 PM. When you have a month in mind, contact the Chamber at 916-933-1335 to make sure the month is potentially available.



El Dorado Hills Chamber of Commerce

MIXER HOST Request Form

Please fill out the form below if hosting a monthly mixer interests you.

Return to: **El Dorado Hills Chamber of Commerce**
Mail: PO Box 5055, EDH, 95762
Fax: 916-933-5908
Phone: 916-933-1335
Email: cassidy@eldoradohillschamber.org

Business/Location _____
Contact Person _____
Phone _____
Email _____
Month Preferred _____
2 nd _____ 3 rd _____
<i>(Date is not confirmed until you receive notice from the Chamber)</i>

Helping Business Succeed!