

NETWORKING MIXER CHECKLIST

We are so excited that you have decided to host a mixer with our Chamber! Below is a checklist of items that may be helpful as you are looking to plan your event. If you have any additional questions that are not covered, please feel free to reach out to us.

- Designate an event planning contact at your organization that will handle contacting the Chamber and follow through on the steps below to plan your networking mixer.
- Contact the Chamber at (717) 761-0702 or email our Member Services Director at membership@wschamber.org to schedule your upcoming networking mixer with some items in mind:
 - **The Time:** Our options are a Morning (8:00 - 10:00 am), Afternoon (11:30 am -1:30 pm), or Evening Mixer (4:00 - 6:00 pm). We have found that our attendees seem to prefer these times but we are flexible. Ask us if these times do not work for your organization and we are happy to have a conversation.
 - **The Date:** Let us know what month or date you may be considering. Please keep in mind we do factor in our annual events along with partnered events when scheduling. Our mixer schedule fills up quickly but we look forward to finding a space for your event!
 - **The Location:** Do you have enough space at your facility to host a networking mixer? Or do you need to partner with another Chamber member to promote both of your companies? Depending on the time of day and invitation list there can be anywhere from 60 to 150 attendees at the event. If there are limitations at your location please let us know so that we can monitor registration accordingly.
- Plan on what kind of food you would like to serve at your event. A mixture of light and heavy appetizers is the most common. Typically there is no alcohol served at a morning or afternoon mixer but it's quite common at an evening mixer. The choice is yours, alcohol is not needed to have a successful event and fun ideas are welcome such as a food truck or something new! If you would like a list of our current restaurant or catering members please let us know.
- The Chamber handles the registration and promotion of the event to our members & on social media. We encourage you to invite your own list of clients, business partners, etc. as well to get the best response. If you are inviting your list, please have them register through our event page so we can give you an accurate count when needed.
- We will send you an attendee count at least one week prior if not more. Please let us know when your deadlines are for food and beverage and we can make sure you have a good idea of how many attendees will be there.
- On the day of the event, the Chamber will only need a table and a trash can for our registration table and you are able to decorate for your event however you choose.
- Consider having someone from your organization greet attendees and depending on your location offer tours! Some hosts also choose to have a door prize that attendees can drop a business card into a basket to enter at the entrance. The choice is yours!
- HOST YOUR MIXER!**
- Lastly, a few days after the event we will email you a list of the attendees including their names, addresses, and telephone numbers [email addresses are not included]. Remember to follow-up with any attendees that you may have collected business cards from as well!