

**Kirksville Area Chamber of Commerce
Business After Hours - Host Application
(Monthly Social Networking)**

Please complete this application and return to info@kirksvillechamber.com

Member name: _____ **Phone Number:** _____

Please select three dates (M-F). Only one Business After Hours is scheduled per month. To increase the chances of your event being selected, please indicate dates in three different months. If you are interested in a weekend activity, please contact the Chamber office directly. If applying for the following year please indicate that below.

1st choice date _____ 11 a.m. – 1 p.m. 5-7 p.m.

2nd choice date _____ 11 a.m. – 1 p.m. 5-7 p.m.

3rd choice date _____ 11 a.m. – 1 p.m. 5-7 p.m.

Event location: _____

Is your event open to the public? yes no

Do you want your event to be advertised through the Chamber newsletter published in the Kirksville Daily Express? yes no

What do you plan to provide at your event?

food (please describe below) nonalcoholic drinks cash bar hosted bar

other (please describe below)

Do you have a Chamber partner member(s) in mind yes no

If yes, who is/are your partnering member(s)? _____

If no, are you interested in identifying possible partnering members? yes no

If yes, what would you like a partnering member to provide? _____

What is the theme for your event?

Customer Appreciation Anniversary Holiday No theme Other (please describe below)

What is your goal for hosting this event?

How will you promote and market to ensure you achieve the goals you have set for this event?

Are your employees invited to this event? yes no

What role will your employees play in promoting and executing the event?

Members who increase customer engagement through games, raffles and product giveaways often see increased interest in their event. What ideas do you have to create an interactive environment?

For Chamber Use Only

Date Reviewed _____ By _____

Accepted / Denied By _____

Scheduled For ____/____/____ @ ____:____ **am/pm** Contacted ____/____/____

If Denied, Reason _____