

## **Dunsborough Yallingup Chamber of Commerce and Industry Inc**



### **HOSTING A SUNDOWNER FUNCTION IN 2016**

**Thank you for hosting/ co-hosting the DYCCI monthly sundowner.**

**Sundowners are a great opportunity to showcase your business, products and services to other members of the business community in a relaxed, informal environment.**

**An average of 80 people attended these events in 2015.**

**To ensure a successful promotional event for your business and attendees, the following is a checklist of requirements & responsibilities.**

#### **What is the Sundowner host/s responsible for?**

- Providing a venue for the event
- Provide catering:
  - Drinks to include beer, wine and soft drink/water
  - Finger foods
- Provide glasses, drinks tubs/bar service area
- Provide tables for food and drink,
- Provide access to power points/extension cords
- Provide wash-up facilities
- Provide a table for welcome desk (name tags, guest list etc)
- Provide a table for raffle
- Provide a container for business card collection (Radiowest raffle draw)
- Perhaps provide a door prize (something related to the business eg voucher, bottle of wine, gift pack)
- Make a brief presentation to introduce self/staff and promote business
- Perhaps provide promotional material
- Assist with clean up

**What is the Chamber is responsible for?**

- Send out repeated invitations to the event, beginning 2 weeks before hand.
- Take all RSVP's
- Print name tags/ guest list/ provide petty cash for door and raffle
- Advise the host of numbers periodically leading up to the event
- Welcome guests and take entrance fees
- Collect business cards
- Sell raffle tickets, set out prizes/ wine from wine sponsors
- Provide MC for the event
- Provide a 'running sheet' for the evening, providing MC and host with a copy
- Set up banners, PA/AV equipment
- Acknowledge, introduce and thank host business(es) and sponsors
- Welcome VIP's, Executive Committee and members and guests
- Thank hosts and sponsors in newsletter and BDT news column
- Assist with clean up

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