



## San Luis Obispo Chamber of Commerce *Guideline and Rules for Mixer Hosts*

Thank you for hosting a mixer for the San Luis Obispo Chamber of Commerce and our members. To help make your planning go smoothly, below are some guidelines we ask you to abide by.

These guidelines were created by the Board of Directors to help you plan a successful mixer. Mixers give the host an opportunity to showcase their business to all members of the Chamber. Please take a moment to read through the list provided. Contact Member Services at 786-2766 or 786-2774 or [membership@slochamber.org](mailto:membership@slochamber.org) with any questions.

### **I. Host Responsibilities:** You are expected to provide (at your expense):

- A. A facility large enough to legally and comfortably accommodate 200-250 people. The occupancy number must meet local fire regulations. **It is mandatory that you contact Roger Maggio, Fire Marshall at 781-7380 at least eight weeks before your event to ensure your facility is up to code.** Should you need to move to the outdoors, a tent is recommended.
- B. Caterers and all other vendors including wineries, raffle prizes, etc., **MUST** be Chamber members. Please review our website for caterers, restaurants, grocery stores and all other vendors at: [www.slochamber.org/Member Services/ Member Directory](http://www.slochamber.org/Member%20Services/Member%20Directory). Please do not ask for donations for food/beverages (we want to be actively supporting our fellow chamber members) or to have co-hosts unless you check in advance with SLO Chamber staff.
- C. At least one type of non-alcoholic beverage as well as wine, beer and appetizers for 200-250 people (keep in mind that many people are vegetarian so please try and provide a few selections). Approximate cost for hosting a mixer is \$1500 to \$2000.
- D. One 6 or 8 ft. table at the entrance for membership sign –in. The SLO Chamber team will provide the table cloth and welcome supplies/name tags for guests.
- E. It is great to have ample parking available and provide signs or personnel to direct parking, if necessary. Downtown locations allow for some exceptions, please ask if you have a concern about this, we don't want it to be a deterrent from hosting.
- F. Comprehensive public liability insurance and a certificate of insurance listing the San Luis Obispo Chamber of Commerce as additional insured.

- G. At least one “door prize” (but please no more than 3) to be raffled off to mixer guests that have their business card is drawn from the container at the check-in table; approximate value should be no less than \$50.

## **II. Chamber of Commerce Responsibilities:**

- A. We will staff registration and provide nametags and a Chamber table cloth.
- B. SLO Chamber will cover the cost of and arrange necessary ABC license for mixer beer/wine station.
- C. The Chamber will produce which will be email blasted out to ALL of our members the Thursday before and the day of the mixer explaining the details about the mixer. We'll need your logo two (2) weeks prior to the event in a .jpg format to be included on the invitation. You will receive a check list for all items needed in advance.

## **III. Scheduling Your Mixer:**

- A. Mixers are held on the third Wednesday of the month from 5:30 to 7:30 p.m. Mixers may be moved to the second Wednesday of the month if the 3<sup>rd</sup> Wednesday is too close to a holiday. Mixers are scheduled on a first come, first served basis. Preference will be given to members who haven't hosted a mixer within a two-year period. The non-refundable host fee for reserving your mixer event is \$450.

## **IV. Rules for Mixer Attendance:**

- A. No food or drinks should be served to anyone not wearing a name tag.
- B. Non-member guests are limited to attendance at one mixer. Mixers are a membership benefit of the San Luis Obispo Chamber of Commerce.

## **V. Other Information**

- A. Tours of your facility are optional and shouldn't take more than ten (10) minutes. You might want to have sign up sheets with designated times for tours.
- B. Please **do not** play music during the mixer. It is difficult to have conversations if guests feel like they cannot be heard. We want to ensure we create a welcoming environment that focuses on fostering local connections.