

Proposal: Host a Business After 5 (BA5)

Seven great reasons to host a BA5:

1. **Grow your business PROFILE with LOCAL people**
 - Leave them with a lasting, positive impression of you and your business
 - Helps develop word of mouth marketing

2. **Get NEW LEADS**
 - We will put people you don't currently deal with in front of you
 - You will have access to Members' contacts for follow-up information

3. **More EFFECTIVE PROMOTION of your business**
 - BA5 attendees are receptive to what you say because they are in a relaxed and social atmosphere
 - Chance to leave people with a lasting positive impression of your business

4. **Team Development**
 - Preparing for the BA5 and being visible to a large group of other business people will help your staff to come together as a team

5. **Be seen to be COMMUNITY MINDED**
 - Be seen supporting your Chamber and local business development and networking in your District.

6. **Have some FUN**
 - Be seen to be hosting an event that others enjoy attending.

7. **Provide your business profile** in a Goodie Bag and donate a prize relevant to your business for a business card draw.

Introduction

A **BA5** is usually held every two months and is hosted by a Member of the Kapiti Coast Chamber of Commerce. It is generally held on the last Wednesday of each month from 5.30pm to 7pm.

The Host provides the venue, speaker focus (limited to 10-15 minutes) door prize and refreshments. The booking cost to Host a **BA5** is \$200 + GST.

Hosting a **BA5** is a great opportunity for a Member to showcase their business and a wonderful way for Members to network and create business to business opportunities.

It is important to remember that this is a **joint venture** between both the Chamber and the **BA5** Host. It is therefore important that both the Host and the Chamber fully utilise their individual resources and networks to ensure the best possible outcome.

Joint Venture → Joint Marketing = Joint Success

Chamber Responsibilities

- Provide email invitations and distribute to members and other networking groups; and provide email invitations marked ~~£~~Complimentary for use by the Host if required.
- Promote the event through the Chamber web site and newsletter as well as other local business networking groups and local newspapers as required.
- Provide advice on venue, catering and beverages.
- Handle RSVPs and registration process including name tags.
- Provide set-up support at the BA5 as needed.
- Introduce the BA5, speakers and thank the Host.
- Provide attendance list to Host at conclusion of BA5.
- Provide one opportunity to advertise in Kapiti Business News post BA5.

Host Responsibilities

- Organise a guest speaker if required (10-15 minutes maximum) and agree cue for ~~1~~ minute to go
- Organise venue in consultation with Chamber including, making a booking and paying for venue hire or using your own premises if agreed by the Chamber as suitable for hosting the event.
- Organise and pay for catering and beverages (Chamber can advise on supply if required).
- The Host is welcome to supplement Chamber promotions with additional marketing.
- Promote the event to your own database using the provided complimentary invitation as required.
- Provide a business card draw prize that is relevant to your business.
- Organise any AV equipment if required.
- Assist with venue set-up, meet and greet and identification of Host guests
- Pay \$200 + GST booking fee.

BA5 Booking Confirmation

We agree to be the Host for the Kapiti Coast Chamber of Commerce **BA5** on
and agree to the terms and conditions set-out in this proposal including payment of a booking fee of \$200 + GST.

Please **one of the following options:**

We will utilise the Chamber's current home base for BA5 at the Southward Car Museum or the Coastland's Kapiti Sports Turf (this will be at your cost to hire the venue) OR

We would like to host the BA5 in our own premises (if agreed as suitable by the Chamber).

BUSINESS DETAILS

Business Name:

Contact Person:

Postal Address:

Telephone:

Mobile:

E-mail:

Cancellation/Postponement

The booking fee is not refundable in the event of cancellation or postponement by the Host.

Payment (\$200 + GST)

Online: 02 0733 0000518 00 and reference your business name + BA5 fee

Cheques should be made payable to the Kapiti Coast Chamber of Commerce.

Please email this form to admin@kapitichamber.org.nz **or post** with your payment to:

Kapiti Coast Chamber of Commerce
PO Box 510
Paraparaumu 5254