



BUSINESS AFTER HOURS

EVENT PLANNING GUIDE

Want to grow your business and get new customers in the door?

Host a Business After Hours. Hosting an event at your location can be a great way to increase your exposure to potential customers and show what your business has to offer.

Business After Hours (BAH) is a casual evening networking event hosted by a Milton Chamber member. The BAH event series takes place on the fourth Tuesday of each month* from 4:30 PM - 6:30 PM. Once you have a confirmed date, the following outline will help ensure that your event will be successful. Please note that the Business Afters Hour and Milton Young Professionals networking events may be combined in 2023.

Attending one or more BAH events prior to hosting your own is highly recommended. This will enable you to see how people circulate and how to plan your event.

For those businesses that do not have sufficient space for a BAH, co-hosting in another location is a great option. The Chamber can help you explore possibilities.

SCHEDULE

Business After Hours events are held on the fourth Tuesday of each month (excluding December and June) from 4:30 PM - 6:30 PM.

*Note: The May Business After Hours is also the final destination of the Incredible Race Milton. So, host location and date to be chosen in consultation with the Race Committee.

EVENT PLANNING

Approximately six weeks prior to your event, a Chamber representative will contact you to arrange a visit to your premises (if needed). During the visit, your plan for the event will be discussed and any questions you have can be answered. Event RSVP's should be directed to the Milton Chamber website, miltonchamber.ca.

The following are required to host a Business After Hours event:

1. FOOD & BEVERAGE

Refreshments should be set up in more than one location if possible in order to keep people moving and networking, rather than congregating in one area.

2. TABLES

- A reception table is needed near the entrance where guests will be welcomed by a Chamber representative. The table needs to be clear for registration, name tags and door prize boxes. Name tags will be provided by the Chamber.
 - Any special instructions for the evening will be explained at the registration table.
- A table to be used to display promotional material or goods related to your business.

3. COAT CHECK

If your BAH is taking place during cooler weather, a coat check area should be available.

4. DOOR PRIZE(S)

Guests who registered at least one week in advance of the BAH are eligible for the door prize draw. Near the end of the formal presentation two or three names will be drawn for door prizes from the preregistered list. If the name drawn is not in attendance, we will select again.



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BUDGET

As a BAH host, you are required to provide complimentary appetizers for the reception and complimentary wine or beer, as well as non-alcoholic choices. There are many variables when hosting a BAH so ultimately the final cost is up to you, however, you can estimate costs to be around \$600 for this type of event (contingent upon the number of attendees and the type of food/beverages you choose to offer).

Some things you should consider when estimating your costs:

- BAH attendance typically averages between 50 and 70 guests. Feel free to extend invitations to your special guests (e.g., suppliers, clients, potential clients, colleagues and friends). This, of course, will increase numbers over the Chamber's average attendance. Please direct possible attendees to the Milton Chamber website www.miltonchamber.ca to register.
- As host, you are required to provide sufficient food and beverage for the guests.
 - Food at previous BAH events has ranged from light, passed appetizers to more hearty fare. The choice is up to you. Keep in mind that the quality and quantity of food can affect guests' impressions of your event.
 - Beverages are typically beer, wine and non-alcoholic choices. The Chamber will provide drink tickets at the registration desk to control the number of alcoholic beverages provided to guests. The choice is yours whether to give one or two drink tickets per person.
- BAH locations that are not licensed must obtain a Special Occasion Permit (SOP). Chamber staff can advise on how to obtain the SOP via online submission. The cost of the SOP is \$50 and may take up to 3 business days to receive the permit. [Click here to apply for your SOP.](#)
- Promotional items/giveaways for guests (not required, but can be done if you so wish).
- 2 or 3 door prizes (occasionally, other members arrive with door prizes, we ask your permission to use these and ensure they are non-competitive with your business).
- Equipment rentals such as tables and glassware.

PROMOTION

The Milton Chamber of Commerce will:

- Advertise your event in the Chamber of Commerce e-newsletter (distributed weekly on Tuesday mornings). The e-News is sent to over 800 member emails.
- Advertise your event in the Chamber Centrespread prior to the date. The Chamber Centrespread runs in the Champion the first Thursday of every month.
- Email invitations to all Chamber members approximately one week prior to your event. Please send your company logo and website to sam@miltonchamber.ca.
- The BAH Committee will contact new Chamber members, to encourage them to attend.
- Post your Business After Hours event on our Social Media channels.

AT THE EVENT

- Chamber staff will arrive at approximately 4:00 PM to set-up the registration desk and if needed, a PA system.
- You and your staff (if applicable) should be on hand to greet, mingle and answer questions about your business or assist with any event activities.
- The formal presentation part of the evening will begin around 5:30 PM and last for about 15 minutes. This will be conducted by a member of the BAH Committee and will include various introductions - including introductions of new members, as well as announcements of upcoming events.
 - During this portion of the meeting, you and your business will be introduced and you will have the opportunity to speak on behalf of your business for a few minutes (3 minutes maximum).



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EVENT APPLICATION

Thank you for your interest in hosting a Business After Hours event in 2023, please fill out the information below to complete your BAH application.

- I am interested in hosting a Business After Hours event in 2023
- I am interested in co-hosting a Business After Hours event in 2023

Company: _____

Co-Host Company (if applicable): _____

Primary Contact: _____

Phone Number of Primary Contact: _____

Email Address of Primary Contact: _____

Preferred month to host a BAH (in order of preference). Please pick from the following options:
If you have chosen a specific month because of an anniversary or special celebration, make a note below and we will do our best to slot you in that month.

- ~~Tuesday, January 24, 2023 - BOOKED~~
- Tuesday, February 28, 2023
- Tuesday, March 28, 2023
- Tuesday, April 25, 2023
- May (date TBA - The Incredible Race)
- ~~Tuesday, June 27, 2023 - BOOKED~~
- Tuesday, July 25, 2023
- Tuesday, August 29, 2023
- Tuesday, September 26, 2023
- Tuesday, October 24, 2023
- Tuesday, November 28, 2023

Choice # 1: _____

Choice # 2: _____

Choice # 3: _____

- I acknowledge having read the BAH checklist and agree to the terms.

Name: _____ Signature: _____ Date: _____

Please submit your completed BAH host form to sam@miltonchamber.ca to be considered for hosting or co-hosting a BAH event in 2023. The Chamber will contact you to discuss your submission. We look forward to working with you to make your BAH event a success.

If you would like more information, please do not hesitate to contact the Milton Chamber at sam@miltonchamber.ca or 905-878-0581.

To be completed by the Milton Chamber.

- Confirm date of BAH _____
- Host notified of confirmed date.
- Logo for host (and co-host) received.



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EVENT CHECKLIST

This checklist outlines the various responsibilities and will assist you in planning your Business After Hours.

CHAMBER:

- Will confirm the date booked for your BAH.
- Visit your location, if needed, to help you with space planning for the event.
- If needed, will provide microphone and speaker.
- Promote the BAH through email, social media and the Milton Chamber website.
- Staff the BAH registration desk and check in guests.
- Take all BAH registrations.
- Provide name badges and drink tickets at the registration desk.
- Coordinate speaking notes for the BAH MC (a BAH Committee member).
- Provide copies of the registration list and collected business cards.

HOST:

- Return completed BAH application to the Milton Chamber.
- Obtain a Special Occasion Permit (SOP), if required.
- Advise Chamber of any special instructions for BAH attendees (ie. parking location).
- Promote the BAH to any of your special guests.
- Provide food for the BAH (see preferred vendor list; the Chamber can provide advice).
- Provide both non-alcoholic and alcoholic beverages (see preferred vendor list; the Chamber can provide advice).
- Advise the Chamber whether you wish each attendee to receive one or two drink tickets (depending on budget).
- Have a table and two chairs for the registration desk.
- Provide door prizes (2 minimum).
- Designate someone to speak at the BAH on behalf of the host and advise Chamber of the name so it can be included in the agenda (note: Host typically speaks for 2 minutes).



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PREFERRED VENDORS

BUSINESS AFTER HOURS PREFERRED VENDORS:

Albatross at Granite Ridge Golf Club	(905) 878-5494	www.golfgranite.com/restaurant
East Side Mario's	(905) 864-9899	www.eastsidemarios.com
EddieO's Pourhouse & Kitchen	(289) 878-7489	www.eddieos.com
Eggsmart Milton	(905) 878-0036	www.eggsmart.com
IVY Arms, The	(905) 876-4899	www.ivyarms.ca
Just Wine	(905) 876-9463	www.justwine.ca
La Rose Specialty Foods & Fine Italian Bakery	(905) 875-4680	www.larosebakery.com
Lunchbox Cafe & Catering	(905) 878-3644	www.clnh.on.ca
Marquee Steakhouse	(289) 878-5717	www.marqueesteakhouse.com
McDonald's Restaurant - James Snow Pky. N.	(289) 851-6131	www.mcdonalds.ca
McDonald's Restaurant - Martin St.	(905) 878-3303	www.mcdonalds.ca
McDonald's Restaurant - Santa Maria Blvd.	(905) 636-0251	www.mcdonalds.ca
McDonald's Restaurant (inside Wal-mart)	(905) 875-4943	www.mcdonalds.ca
Milton Banquet and Conference Centre	(905) 864-8445	www.miltonbanquets.com
Orange Snail Brewers	(289) 270-1680	www.orangesnailbrewers.ca
PASQUALINO fine food. fine wine.	(905) 693-1992	www.pasqualinofinefoodfinewine.com
Pita Pit	(905) 636-8008	www.pitapit.ca
Philthy Philly's Milton	(905) 878-0101	www.philthyphillys.com/milton
Subway Sandwiches & Salads - Bronte St. S.	(289) 851-7333	www.subway.com
Subway Sandwiches & Salads - Derry Rd.	(416) 858-3287	www.subway.com
Subway Sandwiches & Salads - Kennedy Circle	(905) 878-0452	www.subway.com
Subway Sandwiches & Salads - Market Dr.	(905) 876-4142	www.subway.com
Sunrise Grill	(905) 636-9777	www.sunrisegrillmilton.com
Swiss Chalet	(905) 876-3313	www.swisschalet.com
Tim Hortons - Derry & Bronte	(905) 636-9194	www.timhortons.com
Tim Hortons - Louis St. Laurent	(905) 636-6799	www.timhortons.com
Tim Hortons - Regional Rd. 25	(905) 693-0263	www.timhortons.com
Tim Hortons - Santa Maria Blvd.	(905) 636-7500	www.timhortons.com
Troy's Diner Inc.	(905) 878-8783	www.troysdiner.com
Vin Bon Milton	(905) 636-9299	www.vinbon.com
Wimpy's Diner	(905) 876-8886	www.wimpysdiner.ca