

2020

BUSINESS AFTER HOURS INFORMATION PACK



**Rockingham
Kwinana**
Chamber Of Commerce



TYPES OF EVENTS

The Chamber hosts a networking event on a midweek evening (normally a Tuesday, Wednesday or Thursday), each month of the year with the exception of January, for more information on how you can be involved and what you have to do please read on.

BUSINESS AFTER OURS (BAH) NETWORKING

Networking is an important aspect of business in gaining new clients and suppliers and letting people know what you do. The Chamber facilitates a standard networking event with two to three of our members as the co-hosts. Hosting an After Hours Event allows others to come into your business and view your premises and also allows you to give a 5 to 10 minute sell on who you are and what you do.

CONTACT US

This information pack has all the information you will need to host an event, frequently asked questions, prices and expectations. If you have any further questions please don't hesitate to contact the Chamber on 08 – 9592 3333 or emailing admin@rkcc.org.au

KEY BUSINESS PARTNERS

Malibu FRESH ESSENTIALS

Freshest is Always Best

PLATINUM PARTNERS



GOLD PARTNERS



BENEFITS OF A NETWORKING FUNCTION

Building a successful business takes time, so it's good to have networking opportunities that you can draw energy from, gain new ideas and keep you going. The benefits of a Networking function are below:

1. Shared Knowledge

Networking is great for sharing ideas and knowledge. Whether it's asking for feedback or discussing your point of view, it will help you expand your knowledge and allow you to see things from another perspective.

2. Opportunities

It's natural that networking will result in opportunities. The thing you will not know is when or how they will materialize. Whether it's a referral, offer partnership or request for your service or product, it is important to be ready to seize opportunities when they come along.

3. Connection

Remember you are not just gaining exposure to the people in the room; you are building connections with their network too. If someone they know has a need that matches your business, if you have made an impression, you will likely get a referral.

And remember it's not just a one-way street. If someone in your network matches a business you encounter at an event, don't hesitate to share their details. It will only strengthen your relationship.

4. Increased confidence

By regularly networking, and pushing yourself to talk to people you don't know, it will help increase your confidence. This is an important attribute as a business owner, because your business growth is dependent on talking to people and making connections.

5. Raising your profile

Being visible and getting noticed is a big benefit of networking. By regularly attending business and social events, people will begin to recognise you. This can help to build your reputation as a knowledgeable, reliable and supportive person by offering useful information or tips to people who need it. You are also more likely to get more leads and referrals as you will be the one that pops into their head when they need what you offer.

HOSTING A BAH NETWORKING FUNCTION

Hosting a Business after Hours (BAH) Networking function is a stress free and simple experience as the Chamber does 90% of the work for you. To get the most out of your Chamber function we advise you to do the following:

- Invite your own guests as well, include current clients, prospects and community leaders
- Think about the message you would like to get across to your guests
- Create a theme

When hosting an after-hours function there are some things that are required of you:

- Details about your business and your logo in JPEG format to the Chamber for promotional purposes.
- Provide a suitable, covered in, comfortable venue that can accommodate up to 80 people (minimum), no maximum set
- Catering – Drinks and Nibbles for all guests (approx. 2-3 drinks per person and cold / hot plates of small food such as sandwiches, quiches, cheeses crackers etc.)
- A 5 to 10 minute presentation on your business.
- Provision of a door prize
- Firm commitment to host the event that runs from 5:30pm to 7:30pm
- A Registration desk for the Chamber

The Chamber will help you by:

- Promote your business and event through a formal email invitation, our E-Newsletter, RKCC Website, Facebook and at all functions that we attend leading up to your event
- Handle all registrations in the lead up to the event and on the night
- Facilitating the event on the night so you are free to network with your guests
- Encourage members and non-members to attend so you get maximum exposure
- Provide Name Tags
- Assist you with organizing the catering and venue (note this is only if you require and may cost a small fee)
- Post event Facebook marketing thanking your business with photos, plus a list of all attendees and their contact details for the host business to thank personally for their attendance.

FREQUENTLY ASKED QUESTIONS

Do I have to be a member of the Rockingham Kwinana Chamber of Commerce to host a function?

Yes. These functions are a Member and Guests only networking opportunity.

Can I ask the Chamber to organize everything for me?

Absolutely! The Chamber can arrange the venue and catering for you if required, you will then be invoiced for the final amount from the Chamber plus an administration fee of \$300 (including GST) on top of the cost of the service. Note that we can work to your budget or suggest other Chamber members to assist you.

The Chamber will also contact the local newspaper to let them know about your event, plus provide social media exposure via the RKCC Facebook page.

What if I want to co-host but don't know anyone else who wants to?

That's not a problem; we can team you up with another interested business.

Can we nominate who we want to co-host with?

Absolutely! When filling out your expression of interest form all you have to do is put the other businesses details on the form and we will be in touch with you both.

Do I have to make a speech?

Yes! – You are expected to make a 5 to 10 minutes speech (maximum) showcasing and promoting your business. If you feel uncomfortable making a speech you are able to nominate someone else to represent you.

Can we provide a Door Prize?

Definitely! You can supply as many prizes as you like. The Chamber will bring 2 to 3, and the hosts generally provides 1 at whatever cost you like.

Who promotes the event?

The chamber will promote the events throughout wide circle of members and non-members through our official formal invite, monthly E- Newsletter, Website www.rkcc.org.au, social media sites, plus we will contact the local newspaper(s) to attend and provide a photographer (where possible).

BUSINESS AFTER HOURS (BAH) 2020

EXPRESSION OF INTEREST

Business After Hours functions are held monthly during February to November each year. These have become very popular networking functions that are providing the host's businesses an opportunity to showcase their products and, or services. Members and their guests are able to gain valuable information and contacts within a friendly, comfortable and relaxed environment.

Local print media will be invited to support these events –the Sound Telegraph attends most functions and print information in our local paper.

If you would like to host a Rockingham Kwinana Chamber of Commerce Business After Hours, please fill in the details below and return it to the office by email admin@rkcc.org.au.

Please return this form by 5pm Friday 13TH DECEMBER 2019

BUSINESS NAME:

CO-HOST BUSINESS NAME: _____ (if known) Yes / No

CONTACT PERSON _____

EMAIL _____

PHONE _____

PREFERRED HOSTING
MONTH

1. _____

2. _____

3. _____

RKCC Booking Terms & Conditions:

1. First round of BAH Opportunities shall be offered to Tiered Key Business Partners, Platinum, Gold & Silver in that order due to Membership entitlements.
2. Second round of BAH Opportunities shall be offered to Corporate Financial members.
3. Cancellations once confirmed must be received by the RKCC Office no less than 31 days prior to scheduled event.
4. Whilst every effort is made to accommodate members preferred month, the final decision shall be made by the President and CEO of the RKCC.