



- Friday Morning:** Chamber ambassadors and the emcee will arrive between **7:00–7:10am**
- The emcee is your main source of information and will be in touch prior to your event.
  - Our Ambassadors will greet guests and check them in at the door.
- Attendance:** On average, 70 show up; it's safe to **plan for 65-80 Chamber Members**.
- Office Space:** If you do not have adequate space or you work from home, Tualatin has some great venues available to you at little or no cost:
- Tualatin Heritage Center, Jaunita Pohl Center, Tualatin Police Department, The Community Warehouse and a few others; Chamber staff can provide contact information however, **You are responsible for reserving your location**.
- Food & Beverage:** **Coffee is mandatory**. Please supply coffee, lots of cream & sugar, plus juice or tea and water. Breakfast items are expected. Ideas; bagels/ muffins, fruits, yogurt, granola, breakfast burritos/quiche, etc. Feel free to offer other items that may represent your business better.
- Tables:** **Please provide two additional tables.**
- One table should be at the entrance for check-in.
  - The second table is for members' promotional materials, door prizes, and for raffle ticket sales.
- Raffle Prizes:** Please offer raffle prizes – as many as you want! Hosts typically provide 2-4 prizes.
- Business and personal related gifts resonate well.
  - Gift baskets that include your logoed items, or Gift Cards/Certificates.
  - Members will bring door prizes as well; this creates a fun atmosphere in the morning.
- Business Card Drawing:** You will keep all business cards entered for our Business Spotlight drawing; you can use this to create a mailing list for follow-ups.
- As our Host you will draw the winning business card, you will also draw for door prizes.
- Tour:** If you want to give a tour of your business (we encourage that), plan on beginning at 8:45am.
- How We Promote:** Your AM Networking Event is posted on the Chamber website and announced in the weekly Member Connection emails.
- We encourage you to invite your clients and business owners in **your** network.

### **Agenda**

- 7:15** Have coffee, food & everything out ready to go by 7:15am. Attendees typically arrive between 7:15 - 7:45am.
- 7:30** The AM begins with 30 minutes of networking, coffee and eating.
- 7:58** The group is circled up about 8am and guests introduced/welcome.
- 8:00** The emcee will introduce you, (our Host). You then have about 8-10 minutes to present your business.
- 8:10** Chamber announcements, non-profit announcements, paid announcements, business spotlight.
- 8:25** You will draw the Business Spotlight winner (business card drawing).
- 8:40** You will draw raffle tickets for the prizes with the emcee and ambassador team at the end of the event.
- 8:45** Networking resumes for another 15-20 mins, with people generally leaving between 8:45 and 9:15 am.

Please remember to have fun and relax! If you have any questions, concerns, or comments contact either your Emcee or the Tualatin Chamber. **If you are unable to follow through on your Friday Commitment please contact the Chamber Office immediately: (503)-692-0780**

**THANK YOU!**