



How To Host A Chamber Mingle

Chamber Mingles offer members the opportunity to meet and network with others in the Belleville business community. Hosted by a member, these events usually take place from 5 - 7 p.m. mid-week. It is a great opportunity to showcase your business, introduce team members and oftentimes, provide attendees with a unique behind-the-scenes look.

What is expected from the Chamber to support the event?

- **PROMOTION:** The mingle will be promoted to our members online through the Belleville Chamber website, and multiple inclusions in Chamber Chat, giving you and your business exposure as the host.
- **REGISTRATION:** Members and guests are asked to pre-register for the event, to assist the mingle host with preparation, although many registrations are completed within the final few days. Reminders to register are emailed the week of the event. A registration table with name tags will be set up prior to the start time.
- **AVERAGE NUMBER OF ATTENDEES:** 50 - 60, although we occasionally see a larger number of registrations depending on the time of year, and the venue.
- **EVENT SCHEDULE** will be created by Chamber, and will include your introduction. You will have a few minutes to talk about your business and introduce any key staff.
- **LIST OF ATTENDEES** will be provided to the mingle host with email addresses for potential follow-up.

What is expected from the mingle host?

- **REFRESHMENTS** are provided by the host and *can* include fruit/vegetable/meat trays, light sandwiches, charcuterie, selections of squares/cookies and even some hot items like sliders and other finger foods. A cash bar is appropriate if available. Catering options from select Chamber members are available upon request.
- **DOOR PRIZE(s):** At least one door prize will be drawn from registered attendees.
- **EVENT ACTIVITY:** Guests do appreciate the opportunity for a behind-the-scenes look. Hosts are encouraged to provide tours and/or exclusive experience opportunities whenever possible.

Please submit request found on next page.



MINGLE REQUEST FORM

COMPANY NAME:

CONTACT NAME:

EMAIL:

PHONE:

PREFERRED DATE:

IS THIS DATE FLEXIBLE? YES NO

Comments:

There are some Chamber members that provide catering services.

WOULD YOU LIKE US TO PROVIDE OPTIONS? YES NO

WILL YOU BE PROVIDING A CASH BAR? YES NO

IS THERE ANYTHING YOU NEED US TO KNOW OR DO YOU HAVE ANY QUESTIONS?

We will be in touch regarding your request to host a mingle.

In the meantime, please feel free to reach out to Lisa at
613-962-4597 ext. 2 OR email lisa@bellevillechamber.ca