

## **Riverbank Chamber of Commerce Mixer and Coffee Hour Guidelines**

### **Mixers**

- Starting time should be after 5:00 PM to allow for as much participation as possible.
- Host will provide light refreshments for those attending. Our intent is to keep the cost down in the hope that smaller organizations will be better able to showcase their business.
- The Board of Directors is requesting that no alcohol beverages be served. The potential liability to both the host and the Chamber is too great.
- There should be a “value added” portion to the mixer. This can be accomplished by inviting a guest speaker who presents information that would be beneficial to the members at large. It is acceptable for the hosting company to make the presentation if they are in the position to and the information provided will be a benefit to the membership at large.
- A record of those attending should be obtained, either in a list format or business card drawing. The Board of Directors request that information be provided to allow for updating of our membership records.

### **Coffee Hours**

- Starting time should not be before 7:00 AM to allow for as much participation as possible.
- Host will provide light refreshments for those attending. Our intent is to keep the cost down in the hope that smaller organizations will be better able to showcase their business.
- The Board of Directors is requesting that no alcohol beverages be served. The potential liability to both the host and the Chamber is too great.
- There should be a “value added” portion to the mixer. This can be accomplished by inviting a guest speaker who presents information that would be beneficial to the members at large. It is acceptable for the hosting company to make the presentation if they are in the position to and the information provided will be a benefit to the membership at large.
- A record of those attending should be obtained, either in a list format or business card drawing. The Board of Directors request that information be provided to allow for updating of our membership records.