

San Luis Obispo Chamber of Commerce

Guideline and Rules for Mixer Hosts

Congratulations and thank you for hosting a mixer for the San Luis Obispo Chamber of Commerce and our members. To help make your planning go smoothly, below are some guidelines we ask you to abide by.

These guidelines were created by the Board of Directors to help you plan a successful mixer. Mixers give the host an opportunity to showcase their business to all members of the Chamber. Please take a moment to read through the list provided. Contact Member Services at 786-2766 or 786-2774 or membership@slochamber.org with any questions.

I. Host Responsibilities: You are expected to provide (at your expense):

- A. A facility large enough to legally and comfortably accommodate 250 to 350 people. The occupancy number must meet local fire regulations. **It is mandatory that you contact Roger Maggio, Fire Marshall at 781-7380 at least eight weeks before your event to ensure your facility is up to code.** Should you need to move to the outdoors, a tent is recommended.
- B. Caterers and all other vendors including wineries, disc jockeys, raffle prizes, etc., **MUST** be Chamber members. Please review our website for caterers, restaurants, grocery stores and all other vendors at: www.slochamber.org/BusinessDirectory. Please do not ask for donations for food or beverages or to have co-hosts unless you check in advance with SLO Chamber staff.
- C. A minimum of two (2) types of non-alcoholic beverages and also wine and/or beer and appetizers for 300 to 400 people (keep in mind that many people are vegetarian so please try and provide a few selections). Approximate cost for hosting a mixer is \$1500 to \$2000.
- D. One 6 ft. table with tablecloth at the entrance for membership sign –in.
- E. Have ample parking available and provide signs or personnel to direct parking, if necessary.
- F. Comprehensive public liability insurance and a certificate of insurance listing the San Luis Obispo Chamber of Commerce as additional insured.

- G. At least one “door prize” to be raffled off to mixer guest who’s business card is drawn from the container at the check-in table; approximate value should be no less than \$50.

II. Chamber of Commerce Responsibilities:

- A. We will staff registration and provide nametags.
- B. Publicity: The Chamber will produce an e-flyer, which will be email blasted out to ALL of our members the Thursday before and the day of the mixer explaining the details about the mixer. **We’ll need your logo two (2) weeks prior to the event in a .jpg format to be included on the e-flyer. We will also need a complete list of vendors to include on the flyer (food, wine, beer, raffle prizes, etc). You can email your logo to: membersihp@slochamber.org.** Logos must be no larger than 500 x 500 pixels.

III. Scheduling Your Mixer:

- A. Mixers are held on the third Wednesday of the month from 5:30 to 7:30 p.m. Mixers are scheduled on a first come, first served basis. Preference will be given to members who haven’t hosted a mixer within a two-year period. The non-refundable host fee for reserving your mixer event is \$450.

IV. Rules for Mixer Attendance:

- A. No food or drinks should be served to anyone not wearing a name tag.
- B. Non-member guests are limited to attendance at one mixer. Mixers are a membership benefit of the San Luis Obispo Chamber of Commerce.

V. Other Information

- A. Tours of your facility are optional and shouldn’t take more than ten (10) minutes. You might want to have sign up sheets with designated times for tours.
- B. Live music should be limited to large facilities or the outdoors. Entertainers need to be Chamber members. Please review website.