



Coffee Card Exchange

Information & Guidelines

What is Coffee Card Exchange?

Coffee Card Exchange (CCE) is a business/social gathering of Chamber members and their guests at your business. As a host, the CCE provides you with the opportunity to showcase your business and offers local business people a chance to get to gather informally, see old friends, make new business contacts, and find out what our area businesses have to offer. CCE takes place from 8:30-9:30 am. All Hosting parties must be current members of the Wayne County Chamber of Commerce.

Who is invited?

Representatives of area businesses belonging to the Chamber, their employees and guests may be invited. Also, a small list of area officials, guests and potential members are invited. Over 900 electronic invitations will be sent to Chamber members and their employees via email.

How do people learn about the event? Attendees learn about CCE through the following:

- E-Invitations mailed by the Chamber
- Web site Event Page
- Social Media
- Monthly Newsletters
- Announced on local radio stations
- Week of Eblast

What happens at the event?

- Chamber staff will arrive at 8:15 am to setup.
- Chamber Ambassadors will assist with greeting and check in.
- Participants will receive ticket for door prize drawing(s).

What does the Chamber provide for the event?

- Publicity for the event. CCEs are listed in the Chamber's newsletters, on the Chamber website, in The Press Sentinel and on the local radio.
- Staff and Ambassador support and guidance. The Chamber staff will work with you to ensure that all necessary steps are taken for you to host a fun and successful Coffee Card Exchange!
- Provides the PA system for the event.

Host:

1. Must be a current member in good standing of the Wayne County Chamber of Commerce.
2. Event will be held at the Host Company's place of business. Average attendance is approximately 25-50 guests.
3. Host Responsibilities:
 - a. Provide coffee and condiments. It is suggested to have light breakfast items i.e., fruit, donuts, etc.
 - b. Door Prizes are encouraged.
 - c. Music/entertainment is optional. If provided, be sure the sound level will not inhibit conversation.
 - d. To maximize your exposure, you may want to provide a table with information about your company/organization, business cards, or brochures. This is optional.



<u>Office Use Only:</u>	
<input type="radio"/>	Outlook
<input type="radio"/>	CC-A
<input type="radio"/>	CC
<input type="radio"/>	FB

Coffee Card Exchange

Request Form

In order to ensure that these events are successful:

- Coffee Card Exchange must be requested at least 60 days in advance.
- The Chamber accepts host on a first come, first served basis.

Preferred Date: _____
Month
Date
Year

Business/Organization Name: _____

Contact Name: _____

Contact Phone: _____ Email: _____

Physical Address: _____

Event Details:

- | | |
|--|--|
| <input type="checkbox"/> Food/Beverage | <input type="checkbox"/> Entertainment |
| <input type="checkbox"/> Door Prizes | <input type="checkbox"/> _____ |

I have received and agree to the "Coffee Card Exchange Information and Guidelines".

Signature of Host
Company Name

Phone #
Date

Please email your company logo (jpeg format) along with this completed and signed Host Request Form to klopez@waynechamberga.com. Once your request is received a Chamber Staff member will be in contact to confirm your request.