



TGLBTCC OUT AND ABOUT GUIDELINES

What Is An "Out and About"?

A TGLBTCC "Out and About" is an evening event where TGLBTCC members and/or guests are invited to visit a TGLBTCC business or group of businesses. The Host Business may offer discounts and specials to TGLBTCC members and show their products and services through displays or demonstrations. It's a great opportunity to showcase your business, offering a relaxed atmosphere where members can get to know you!

Who can Host One?

Only TGLBTCC member businesses may host an "Out and About". If desired, you may consider co-hosting the event with another TGLBTCC business.

When Are They Held?

Events are held once a month in the evening hours and should be about two hours in length. Dates will be scheduled at the discretion of the hosting business. Please do not schedule an event on the third Thursday of the month, as it would conflict with the regular monthly TGLBTCC meeting. *Out and Abouts* must be scheduled at LEAST one month in advance to allow for sufficient advertising time.

What Does the Host Provide?

- Hosts are encouraged to offer food and non-alcoholic beverages, and if desired cocktails or cash bar.
- Businesses are encouraged to provide names tags for attendees.
- The host business is also asked to provide a space where the TGLBT chamber can display its banner, brochures and application information.

How Is the Event Publicized?

Advertising is primarily the responsibility of the host. In order to make your event successful, we strongly encourage you utilize at least a couple methods.

Some that the chamber will help you with is through email announcements to the TGLBTCC membership, verbal announcements at the regular monthly TGLBTCC meetings, posting on the TGLBTCC website and by postcard or flyer invitations sent out to the membership (at the expense of the host business).

• Email Announcements

Email announcements are sent to the membership by the programs committee. Host Businesses need to contact them with the event information (programs@tucsonglbtchamber.org). It's usually a good idea for the Host Business to provide a way for members to RSVP. **Info for email announcements must be received by the programs committee 30 days before the event to be included in the e-news mailings.**

• Meeting Announcements

Board members will announce the event at the regular monthly TGLBTCC meetings, introducing the Host Business. The Host may choose to give more information about the event.

• Invitations

Logos for both the TGLBTCC and "Out and About" have been included in your Host Packet; both need to be prominently displayed on the invitations. Production and mailing costs are the responsibility of the Host. TGLBTCC mailing labels are available for \$10.00 and can be purchased through the administrative assistant of the chamber. Invitations should be printed, labeled, stamped and sent a minimum of two weeks prior to the event.

Contact Information:

Richard DiRusso
programs@tucsonglbtchamber.org