



Out and About Host Checklist

- Pick a date and notify the programs committee with at least 30 days notice.
- Consider sponsoring a Chamber Breakfast one or two months prior to the Out & About to help introduce your business and publicize the event
- Submit text and logo/graphic (if desired) to the programs committee for the website and e-new mailings 30 days before the event. Include RSVP information in the text announcement.
- Attend chamber meeting prior to event so you can be introduced and help promote the event (chamber meetings are held on the third Thursdays of the month).
- Pick food and drink selections if desired.
- If chosen, send invitations to chamber member via snail mail at least two weeks prior to event.
- Check in with programs committee with RSVP information to guide if further promotion is necessary.
- Ask for any help you need from the programs committee, we're here to support you!
- Reserve a space for the chamber to display brochures and banner