

# DICKINSON AREA CHAMBER



## ROUNDTABLE LUNCHEON Agreement for:

Business Name \_\_\_\_\_  
Contact Name \_\_\_\_\_  
Phone Number \_\_\_\_\_ Email \_\_\_\_\_

The Roundtable Luncheon is an opportunity to showcase what your business or organization does. You will have 20-30 minutes for your presentation followed by a question/answer session. In order to ensure your event is successful, we have created a checklist for you. Please read below expectations and fill in the venue where you would like to host your event. Where there is a checkbox, please initial stating that you understand your responsibilities for the event. Suzanne Larson, Chamber Director, will sign at the bottom on the Chamber's behalf.

### Event Date:

Initial

Our event will be held on Thursday, (Date): \_\_\_\_\_ at noon.

### Venue:

Initial

I will host my event at \_\_\_\_\_  
I understand if there is a fee involved it is my responsibility to pay it as well as any food/beverage cost that may be incurred. **It is my responsibility to call and reserve the venue.**

Venue Contact \_\_\_\_\_ Phone \_\_\_\_\_  
Email \_\_\_\_\_ Date Contacted \_\_\_\_\_

~**Accommodations** for up to 30 people (attendance is generally 15-20)

~**Ample Parking**

~**Food:** Lunch will be provided either by catering in or brought in to the venue by you. We suggest you provide water, at a minimum to go with lunch. Lunch and beverage is at my expense.

~**Self-Promotion:** Opportunity to display signs and provide handouts at the event

Initial

I understand the above listed requirements for the venue.

### Dickinson Area Chamber of Commerce Responsibilities:

~**Invitation:** The Chamber will create the invitation/poster and email to hundreds of members 2 weeks prior to the event with a link to sign up.

~**RSVP's:** The Chamber will handle RSVPs from members and provide sponsor with final attendance count.

~**At the event:** Staff will arrive 15 minutes prior to the event to assist with set up. If you would like to offer a door prize, we will collect business cards for the drawing.

As the Chamber Director, I will assist you in making your event successful by providing the above services. If there is anything else you need, please do not hesitate to call The Chamber at 906-774-2002!

\_\_\_\_\_  
Suzanne Larson, Chamber Director

\_\_\_\_\_  
Date

