

# Business Before Hours

## *...a guide*

One of the best member benefits is the opportunity to network. Regardless of your type of business, meeting potential customers is essential to your success. The Chamber provides monthly activities to network. Every month a Chamber member hosts a Business Before Hours. This open-house style event allows members to showcase their business or organization, rendering it an ideal opportunity to meet other area business people.

### **The Format:**

- Business Before Hours is held at your place of business, generally on the third Wednesday in the month, except in September and December.
- The open-house style event begins at 8:00 a.m. and lasts until 9:30 a.m.
- This is a Chamber member function, designed for networking for Chamber members and to showcase your business.
- You are responsible for organizing the physical space, *i.e.* the layout of the space where the event will take place.
- If it is cold or rainy weather, you might want to provide a place for people to put their coats. Generally, attendees spend their networking time standing, but you could have a few chairs around. It is recommended that you attend earlier Business Before Hours events so you can benefit from the experience.

### **Registration:**

Please designate a place for registration, which the Chamber will organize. A Chamber representative will arrive shortly before the event and set up registration. At the registration area the Chamber will provide a sign-in sheet, nametags and a bowl for business cards. Attendees are encouraged to place their business cards in the bowl and one will be drawn for a free business card size ad for the next month's ChamberGram. Your business will receive a list of attendees.

### **Refreshments:**

- Generally businesses provide refreshments for their Business Before Hours. The food can range from very simple (coffee and donuts, for example) to more elaborate fare. Some businesses go all out and have foods like quiche, fruit, muffins and even chocolates. Don't forget plates, napkins and forks/spoons.
- A staple for Business Before Hours is coffee, usually decaf and regular, plus all of the accouterments (cream or creamer, sugar, stirrers, cups). You can add tea and hot water if you want.
- Please purchase your food and coffee from a Chamber member business. You can find a list of Chamber member businesses who can provide refreshments online at the Chamber website ([athenschamber.com](http://athenschamber.com)). You are welcome to prepare your own refreshments, as well.

### **Doorprizes:**

Some businesses provide a doorprize or doorprizes, such as a gift certificate or a business-related item. This is not necessary, however. If you choose to provide a doorprize, please provide a way to draw a winner.

### **Other:**

- Some businesses have "giveaways" for Business Before Hours, such as pens, etc. This is not necessary, but an idea to add to your event.
- Some businesses decorate their business for their Business Before Hours. Again, this is completely optional.
- If your business is difficult to find, or if you want to be especially festive, add a sign or balloon to direct attendees to your business.

## Your Free Ad:

As the host of a Business Before Hours, you will receive a free half page ad in the Chamber newsletter, the *ChamberGram*. You can prepare this ad yourself, or the newsletter editor can prepare it at no cost to you.

The ad is 8" wide x 5" high. The ad must be submitted in print quality (high resolution) pdf format if you prepare it yourself. Please refer to the Ad Guidelines for more information. Please note that you will have two proofs if the editor prepares it for you.

Here are some examples of ads for Business Before Hours. Please note the components that should be in your ad:

☐ **Please place the words "Business Before Hours" at the top of the ad.** This alerts *ChamberGram* readers that this is an ad for the monthly event.

☐ **Please include the words "Athens Area Chamber of Commerce" in your ad, as in the examples to the right.**

☐ **Your logo and/or business name should be a prominent feature of the ad.**

☐ **Don't forget to add your address.** If you are a little difficult to find, you might include something like, "Located behind the library" or "Look for our sign on Rt. 10."

☐ **Be sure to include the date and time.**

☐ **If you are having refreshments, add this information.** If your refreshments are special, you may want to add the name of the person catering the event. The caterer should be a Chamber member, please.

☐ **If you are having a doorprize(s), you can add that, too.**

☐ The Triad Engineering ad contains information about the business. This is not necessary, but can be added if the other information can be prominently viewed.

☐ You might want to run the text of your ad through a spelling program and/or have someone proof it for accuracy.

**Business Before Hours**  
Athens Area Chamber of Commerce

959 East State Street  
Refreshments

**Mountain RIVER**  
PHYSICAL THERAPY  
"The Spine & Sports Specialists"  
www.mountainriverpt.com

Wednesday,  
March 19, 2014  
8:00-9:30 a.m.

Jamie Yoder, PT, DPT  
Josh Romage, DPT, ATC  
Laura Petrus, DPT

Athens Area Chamber of Commerce  
**Business Before Hours**

**TRIAD**  
TRIAD ENGINEERING, INC.

Wednesday, January 18  
8:00 a.m. - 9:30 a.m.  
1005 East State Street  
Refreshments

John Meeks, PG, LRS,  
Southwestern Regional Manager  
Point of Contact: Bob Allen  
1005 East State Street  
Athens, OH 45701  
voice: (740) 249-4304  
fax: (740) 249-4305

As a multi-disciplinary consulting firm, Triad Engineering, Inc. (Triad) provides geotechnical and civil engineering, environmental services, land surveying, construction testing and monitoring, drilling and construction materials laboratory services, to a wide range of clients. Established in 1975, we pride ourselves in being an employee-owned firm with over 200 employees throughout West Virginia, Virginia, Maryland, Pennsylvania and Ohio.

Our professional staff can take a development project from property acquisition through construction. This ability offers our expertise to clients during all phases of a project which ultimately leads to greater project success. At Triad, we are small enough to be responsive to individual client needs, yet large enough to remain at the forefront of our industry. We've heard from clients that our people make the difference.

**Business Before Hours**  
Athens Area Chamber of Commerce

**Ohio Valley Home Health**

OHV OHIO VALLEY  
HH HOME HEALTH

2097 E State St  
Athens

Tuesday,  
November 12  
8:00 a.m. - 9:30 a.m.  
Refreshments • Doorprizes