



BB&b GUIDELINES

LIST OF ITEMS HOST PROVIDES:

- Coffee (2 "pumper" pots or equivalent). You may brew your own, or purchase from your choice of vendors. Grounds for Thought, Panera, & Biggby are popular choices.
- Condiments for coffee (cream, sugar, etc)
- Cups
- Napkins
- Small paper plates
- Approximately 1 dozen bottles of water
- Pastries/donuts (1.5 dozen should be plenty-especially if they are cut in half)
- PR materials about your business.
- Prize for Give-a-way

CHAMBER RESPONSIBILITIES

A Chamber ambassador will arrive by about 7:45am. We will bring:

- Blank nametags & markers
- A glass bowl for prize drawing (and scraps of paper to serve as entry forms in case folks forget their business cards!)
- Chamber PR pieces.
- A camera
- Prize for Give-a-way

TIMELINE:

- Generally folks arrive between 7:50 - 8:15am. They will mingle and network up to about 8:25am.
- At 8:25am, if the crowd is a manageable size, we will encourage the crowd to gather in a circle (affectionately known as our "Kumbaya" circle).
- While in the circle, everyone will introduce themselves and state the company they work for. No more than 30 seconds max.
- We allocate more time for you, as the host, to highlight your business. Try to do this in 2-3 minutes.
- If there is a smaller crowd (and if there is plenty of time), each person may be asked to state something new about their business or what the specialty is.
- The Chamber rep will go last to highlight upcoming Chamber events and announce the next BB&b.
- We will finish by 9am.
- The Chamber rep will stay behind to help clean up.

If you have any questions contact Earlene or Marissa at the BG Chamber of Commerce:
by phone: 419-353-7945, or email: MarissaMuniz@bgchamber.net