COFFEE CONNECTS
HOSTING GUIDELINES

To host a successful Coffee Connects, the Fort Worth Chamber of Commerce asks that venue host agree to the following:

DATE & TIME
Coffee Connects is held once every month, from 8:30 a.m. to 10:00 a.m. Attendance will be free for attendees. Attendance is limited to current Fort Worth Chamber members.

HOST VENUE
There is no cost to be the host venue for Coffee Connects. The host venue must provide food and refreshments (light breakfast bites, coffee, and other beverages), parking, and space.

LOCATION OF EVENT
The location of the event should comfortably handle an average of 75 - 100 people and corresponding parking. The location is subject to approval by the Chamber to ensure that the facility can accommodate the event and parking with a site visit at least 4 weeks prior.

FOOD & BEVERAGE AT EVENT
Host venues are to handle coordinating food and refreshments. Some things to consider while making these arrangements include: the amount of people, cost, presentation, and appropriate labeling of food items. If assistance is needed for coordinating catering, FWC can provide a list of member businesses to contact.

DOOR PRIZES
Sponsors may provide door prizes for the raffle. Three items will be provided by the Chamber.

AUDIO/TECH
The sponsor may need to provide one working microphone and speaker system as determined by the space. There is a small program that includes new attendee introductions and door prize giveaways. If this can't be provided, please notify the Chamber so that we can plan for one.

CHAMBER RESPONSIBILITIES

- The Chamber staff will greet and welcome the attendees.
- The Chamber will provide nametags, door prize drawing box, and some signage.
- The Chamber will facilitate the small program and door prize selections.

HOST VENUE EXPECTATIONS

- The host will provide one table for registration at the event entrance.
- The host will have the option to place an exhibit/promotional table at the event.
- The host will be responsible for all set-up and clean-up of the event (tables, food, beverages, etc.).

For any questions, please contact:
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