



# Coffee Card Exchange

## Information & Guidelines

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### **What is Coffee Card Exchange?**

Coffee Card Exchange (CCE) is a business/social gathering of Chamber members and their guests at your business. As a host, the CCE provides you with the opportunity to showcase your business and offers local business people a chance to get to gather informally, see old friends, make new business contacts, and find out what our area businesses have to offer. CCE takes place from 8:30-9:30 am. All Hosting parties must be current members of the Wayne County Chamber of Commerce.

### **Who is invited?**

Over 900 electronic invitations will be sent to Chamber members and their employees via email. BAH is also open to the public.

### **How do people learn about the event?** Attendees learn about CCE through the following:

- E-Invitations mailed by the Chamber
- Web site Event Page
- Social Media
- Monthly Newsletters
- Announced on local radio stations
- Week of Eblast

### **What happens at the event?**

- Chamber staff will arrive at 8:15 am to setup.
- Chamber Ambassadors will assist with greeting and check in.
- Participants will receive ticket for door prize drawing(s).

### **What does the Chamber provide for the event?**

- Publicity for the event. CCEs are listed in the Chamber's newsletters, on the Chamber website, in The Press Sentinel and on the local radio.
- Staff and Ambassador support and guidance. The Chamber staff will work with you to ensure that all necessary steps are taken for you to host a fun and successful Coffee Card Exchange!
- Provides the PA system for the event.

### **Host:**

1. Must be a current member in good standing of the Wayne County Chamber of Commerce.
2. Event will be held at the Host Company's place of business. Average attendance is approximately 25-50 guests.
3. Host Responsibilities:
  - a. Provide coffee and condiments. It is suggested to have light breakfast items i.e., fruit, donuts, etc.
  - b. Door Prizes are encouraged.
  - c. Music/entertainment is optional. If provided, be sure the sound level will not inhibit conversation.
  - d. To maximize your exposure, you may want to provide a table with information about your company/organization, business cards, or brochures. This is optional.



Office Use Only:

- ☐ Outlook
- ☐ CC-A
- ☐ CC
- ☐ FB

# Coffee Card Exchange

## Request Form

In order to ensure that these events are successful:

- Coffee Card Exchange must be requested at least 60 days in advance.
- The Chamber accepts host on a first come, first served basis.

Preferred Date: \_\_\_\_\_  
Month                      Date                      Year

Business/Organization Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Event Details:

- |  |  |
|--|--|
| <input type="checkbox"/> Food/Beverage | <input type="checkbox"/> Entertainment |
| <input type="checkbox"/> Door Prizes   | <input type="checkbox"/> _____         |

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*I have received and agree to the "Coffee Card Exchange Information and Guidelines".*

\_\_\_\_\_  
Signature of Host                      Company Name

\_\_\_\_\_  
Phone #                      Date

*Please email your company logo (jpeg format) along with this completed and signed Host Request Form to [fteston@waynechamberga.com](mailto:fteston@waynechamberga.com). Once your request is received a Chamber Staff member will be in contact to confirm your request.*