

# Business After Hours Questionnaire

Please provide the following information so that the Chamber can properly promote your Business After Hours:

Business name: \_\_\_\_\_

Contact person and number: \_\_\_\_\_

Address of Hosting Location: \_\_\_\_\_

Directions: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will there be a need to post signs for parking? Yes / No

Will you have food and beverage arrangements? Yes / No

If so, who? \_\_\_\_\_

For a list of Kenai Chamber members who can cater your event see included list.

Chamber members who cater your event can be acknowledged in advertisements.

Do you plan on serving liquor? Yes / No

If yes, who has the liquor license? \_\_\_\_\_

Do you have a special theme, entertainment or special events (tours, activities, etc.)? Yes / No

If yes, what are they? \_\_\_\_\_

If not, consider developing something to set your event apart from others.

Do these activities require additional Ambassadors assistance? Yes / No

If yes, how many people? \_\_\_\_\_

What are their duties? \_\_\_\_\_  
\_\_\_\_\_

Is this event being held in conjunction with a grand opening/ribbon cutting ceremony? Yes / No

If yes, would you like the Kenai Chamber to provide scissors and ribbon? Yes / No



Invitations will be provided, however, if you plan on making your own invitations you may use the Kenai Chamber logo. A proof **must** be sent to [tina@kenaichamber.org](mailto:tina@kenaichamber.org) for approval before they go to print. The event must always be referred to as “Kenai Chamber of Commerce Business After Hours.” (Chamber designed invitations simply include the name, location and time of the event on a small post card.)

Do you have any door prize(s) you would like to provide? Yes / No

If yes, please list: \_\_\_\_\_  
\_\_\_\_\_

Is there a particular area where the Ambassadors can set up a check-in table? \_\_\_\_\_  
\_\_\_\_\_

The check-in area should also include a garbage can and business card basket (for door prizes).

Is there a location where guests can hang their coat? Yes / No (only important during winter months)

Please e-mail your logo in JPG format to [tina@kenaichamber.org](mailto:tina@kenaichamber.org)

