

To host a successful Morning Momentum (MM), the Eau Claire Chamber of Commerce asks that sponsors adhere to the following guidelines.

### **Date & Time**

The Morning Momentum date and time will be coordinated with the Eau Claire Chamber of Commerce and the host business.

***Attendance will be free for attendees.***

Once the date and time has been selected; it will be announced and promoted by the host business and the Chamber.

### **Sponsors**

There is a \$500 cost to sponsor a Morning Momentum. This cost is to ensure free entrance for attendees. Host sponsors can select up to (3) additional co-sponsors. The co-sponsors must be Chamber Investors that are in good standing.

### **Location of Event**

The **Chamber Investor location** that you select to hold the event at should comfortably handle an average of 75 people and corresponding parking. The location is subject to approval by the Chamber to ensure that the facility can handle the event, as site visit may be necessary. It is suggested the number of tables and chairs be limited, this promotes movement and networking.

### **Food at Event**

As a host, you have the privilege of coordinating food and refreshments. Some things to consider while making these arrangements include, amount of people, cost, presentation and appropriate labeling of food items.

### **Door Prizes**

Sponsors will provide 2 door prizes valued at \$25 or more. It is up to the host to arrange more.

### **Audio/Tech**

The sponsor may need to provide one working microphone and speaker system. This is for the small program and door prizes. If this can't be provided, please notify The Chamber so that we can plan for one.

### **Chamber Responsibilities**

- The Chamber Ambassadors 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.
- The Chamber will provide print and digital promotion including, email, social media and website.

### **Additional Sponsor Expectations**

- The Sponsor will provide one table for registration in an open area.
- The Sponsor will have the option to place an exhibit at the event if placed in a logical area.
- The Sponsor will be responsible for all set-up and clean-up of the event.

For any questions please contact Kaylynn Winegar at 715-858-0615 or [Winegar@eauclairechamber.org](mailto:Winegar@eauclairechamber.org)