

First Wednesday of the Month Social Hour (5:30 pm - 7/7:30 pm)

1. Contact the Solano Avenue Association as soon as possible 510-527-5358 info@solanoavenue.org
2. Ask about the latest attendance statistics / expectations (we have been averaging a dozen per event)

SAA responsibilities prior and day of the mixer:

Including, not limited to - the below items

1. Multiple email invitations with your name clearly visible in the "preview line" to over 450 email addresses - which include the Albany Chamber email group with over 200 valid addresses
2. Provide an opportunity for you to "announce" your business details during the mixer
4. Provide \$100.00 [maximum] to a general fund for beverages; hors d'oeuvres; and incidentals
5. Take images and post the event to our Social Media Page (when possible)
6. At least one volunteer / staff member to help with set-up / clean-up (arrives at 5 pm)
7. At least one volunteer / staff member to greet event guests
8. Provide a door prize for drawing
9. Supply name tags and other logistical items

For the Host on day of event:

Including, not limited to - the below items

Event is the first calendar Wednesday of the Month from 5:30 pm - 7/7:30 pm

1. Provide a "table-top" / reception area for greeting mixer guests (with SAA promotional displays / materials)
2. A matching donation of \$100.00 towards beverages; hors d'oeuvres; and incidentals
3. There are usually two "rounds" of attendees - early and late:
 - you may want to spread-out food and beverage services when appropriate

For the Host - If you choose / optional:

- Promote the mixer on your website
- Promote the mixer on print media to your customers (IE postcard invitations)
- Provide a door prize